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AUTHOR	Petry, John R.; And Others
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ABSTRACT

Results of an external evaluation of the Strengthening Developing Institutions Program (SDIP) at Austin Peay State University are presented. This federally-funded Title III SDIP program entailed five activities during 1980-1983: developmental studies program, administrative/operational support systems, career business and professional programs, multi-service career development, and SDIP coordination. Objectives and activities that were undertaken for each of these five program areas are identified. The following benefits of the SDIP program are also identified: it demonstrated the need for remedial training; the program helped the university develop and implement a computer system; the SDIP promoted the revision of curricular offerings, including the development of a computer science degree; the program helped improve the effectiveness of the Testing Center and the University Placement Services; and the program influenced the university to allocate permanent funding for the four program areas to be maintained after the conclusion of the SDIP grant. Appendices provide activity evaluation reports and monitoring reports for each of the original five program areas, along with evaluation data, a job placement manual, and a 1983 directory of teacher education graduates. (SW)

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EVALUATION REPORT ON THE
AUSTIN PEAY STATE UNIVERSITY PROJECT:
TITLE III, STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM

Grant Number: G008001142
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John R. Petry, Fred K. Bellott,
Harry L. Bowman, and Russell E. Thomas
College of Education
Memphis State University
Memphis, Tennessee

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I. Introduction

A. Members of the evaluation team

The external evaluation of the Austin Peay State University Title III Strengthening Developing Institutions Program was conducted by personnel from Memphis State University: Dr. John R. Petry, Dr. Fred K. Bellott, and Dr. Harry L. Bowman, Bureau of Educational Research and Services, and Dr. Russell E. Thomas, Center for the Study of Higher Education. Dr. Petry was involved in the administration and coordination of the project and the evaluation responsibilities; Drs. Bellott, Bowman, and Thomas, in the evaluation. The only contact that these four persons had with the program was in connection with the evaluation.

B. Data-gathering techniques for the evaluation

The techniques used in gathering data for the evaluation consisted of conducting interviews with program personnel, collecting documentation from the files of information on program activities, and compiling data from records on program activities. The external evaluators met with the personnel involved in the program to discuss the activities conducted during 1980-83 and the accomplishments of the activities in relation to the project objectives. Selected documents in the program activities were identified and collected for use in the evaluation; in addition, available data about program activities were identified and compiled to provide evaluative information.

The external evaluators spent time on the campus of Austin Peay State University in performing on-site activities related to the evaluation for 1980-83. The visits were augmented by telephone contacts with program personnel to discuss various aspects of the evaluation. The contacts were supplemented by meetings at Memphis State University that involved the external evaluators.

C. Amount of Title III funds

The federal funding of the Austin Peay State University Title III Strenthening Developing Institutions Program totaled $1,268,700 for the three-year period. In each year, the University increased its participation: from 31.3 percent in 1980-81 to 60.2 percent in 1981-82, to 72.7 percent in 1982-83, or 59.8 percent of the total support of the project, 1980-83.

D. Major program emphases during 1980-83

Five areas were delineated in the project: Developmental Studies Program, Administrative/Operational Support Systems, Career Business and Professional Programs, Multi-service Career Development, and SDIP Coordination. The Developmental Studies Program was specifically designed to reach students having a need for (1) skill improvement in academic areas and (2) preparation for career entry and pre-professional courses of study and to provide an individualized system of teaching/learning. The thrust of the program was to assist students in the development of self-confidence and skills necessary for success in their college encounter.

The second major emphasis involved upgrading the computer services to an expanded university clientele; namely, personnel and students. The major thrust was to develop systems for maintaining student records and producing payrolls and financial statements.

The third major program emphasis involved establishing an educational environment of higher quality for upwardly mobile career business and professional students. The major thrust of this area was to develop and maintain a quality Computer Science degree that offered upward mobility to disadvantaged students.

The fourth major emphasis was to provide support services through tests and test interpretations for 9,000 upwardly mobile students and to provide placement services to all graduating seniors. The major thrust was to create an environment of acceptance of diagnostic results so that students could be effectively counseled about achieving their educational goals.

The fifth major emphasis was coordinating the SDIP project in an efficient and effective manner. The major thrust was to demonstrate the value of the project and to develop strategies for continued funding beyond the funding period.

II. Areas of Involvement

A. Developmental Studies Program

The objectives of the Developmental Studies Program over the grant period were:

1. To sustain the 15% higher retention rate among academically underprepared freshmen as opposed to non-DSP students by continuing a comprehensive developmental program in composition, mathematics, reading, and psychology through June, 1983. (2, 10a, 20a)
2. To prepare low-income, academically underprepared DSP students for career entry and pre-professional courses of studies requiring communication and/or mathematics skills by integrating the DSP and career education activities, which will give them the skills necessary to complete successfully core requirements. (2, 10a, 20a)
3. To provide by June, 1983, assistance in communication and/or mathematics skills for all students requesting an individualized system of teaching/learning. (2, 10a, 20a)

The performance evaluation measures used to rate the level of achievement of each objective and the Activity Monitoring Report are in Appendix A. For all objectives, the level of achievement was 100%.

Objective 1

For objective 1, a review of academic records by the Director of Institutional Research indicated at least a 15% increase in the retention of underprepared freshmen cohorts of a pre- and post-developmental program. The increase was achieved over a three-year period at 5% per annum by decreasing the attrition rate among the academically underprepared freshman by sustaining a comprehensive developmental program in English composition, mathematics, reading, and psychology. Table 1 depicts the number of classes offered in these areas.

English Composition

The course in written communication incorporated individualized media and a one-to-one approach to the study of basic language skills required for clear, effective writing. Specific areas of study included pronunciation, spelling, vocabulary, and grammar, and writing sentences, paragraphs, and series of paragraphs. Successful completion of a specifically designed program appropriate for the needs of the individual student involved an understanding of the structure of language, which enabled him to convey ideas and opinions effectively in written forms. Professionals and para-professionals were available to assist students who wished to improve their writing, prepare for examinations, or complete outside assignments.

Mathematics

The developmental component in mathematics focused upon the student's attainment of specific performance objectives. A pretest was given to each student; subtests indicated the particular modules in which the student was deficient. For modules in which proficiency was shown, the student was not required to do further work. For modules the student must complete, assignments were made over the material; proficiency was exhibited by passing a test. Failure to attain the required level resulted in additional assignments, followed by an additional test. This procedure was repeated until proficiency was shown, and the student was then encouraged to proceed until all of the modules were completed.

Course textbooks were designed to correlate with audio tapes, allowing the student to read and listen to an explanation of the problems and theory. Study

TABLE I
COURSE OFFERINGS FOR INSTRUCTIONAL PROGRAM BY NUMBER OF SECTIONS BY YEAR

		1980		1981				1982				1983		
Course		Su	Fa	Wi	Sp	Su	Fa	Wi	Sp	Su	Fa	Wi	Sp	Total
English Composition	110	2	6	6	6	2	6	6	4	2	6	6	5	57
Arithmetic	110	1	3	2	1	1	2	1	1	1	3	1	0	17
Elementary Algebra	111	1	4	4	4	1	4	3	4	1	4	4	4	38
Intermediate Algebra	112	0	1	2	2	0	1	2	1	0	1	2	2	14
Reading and Language Skills for College Success	101	1	4	4	4	0	4	4	3	1	4	2	1**	32
Psychology for College Success	100	1	4	4	4	1	4	4	4	0	4	5	3**	38
Reading Efficiency	200	0	0	0	0	0	0	0	1	0	0	0	1	2
	Total	6	22	22	22	5	21	20	18	4	4	20	16	196

exercises allowed the student to check progress. Chalkboard illustrations presented in class were put in the textbook so that students would have a permanent record of the material. The student studied and received a lecture at his own rate.

Reading

Students who were reading below the tenth-grade level (10.0) were advised to participate in the reading improvement course (Education 101), which was competency based and designed to be largely individualized as well as prescriptive, utilizing material that allowed for a considerable degree of self-pacing and self-instruction. Through frequent evaluation provided in the material and by the instructor, students were kept aware of their progress. Students continued working in reading improvement until they reached 10.0 reading level. The Nelson-Denny Reading test was used as both a pre- and posttest and for exit criteria evaluation.

Psychology

All students taking developmental courses in academic areas were advised to register for the psychology course that was especially designed for developmental students. The course was integrated with the Multi-Services Career Development Activity and the Media Center and was designed to incorporate didactic, experiential learning, and individualized instruction in an effort to build self-concept, develop responsible behavior, and prepare the student for coping with social, academic, financial, or personal problems encountered.

Specific areas of study involved were training in study skills; building self-esteem; interpersonal communication skills; problem-solving techniques; handling stress; career interests; and understanding rules, procedures and policies necessary for everyday living. Successful completion of this course

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provided the student with a more positive attitude toward self and others, more positive attitudes toward learning, and more effective means of fulfilling his needs and goals.

Objective 2

To accomplish objective 2, University personnel prepared students for career-entry and pre-professional courses of study requiring communication and/or mathematics skills by integrating the Developmental Studies Program and career activities, which gave skills necessary to complete successfully core requirements. Over the grant period, underprepared freshmen were advised to enroll in the Developmental Studies Program, and statistics were kept about the number of underprepared students who had successfully enrolled in and completed successfully DSP courses. Students also demonstrated that they attained skills necessary to fulfill core requirements.

Objective 3

Objective 3 was also achieved. Records indicated that the program personnel provided services to all sophomores who requested assistance in either communication and/or mathematical skills at the beginning of the project and for all students requesting an individualized system of teaching and learning by the end of the project.

To aid in achieving all objectives, a Developmental Skills Center was established in the university library, where a media center, classrooms, counseling and conference rooms, and project offices were located. The provision for independent study areas and the priority of instructors and assistants available for consultation gave students a compact and unified environment designed to reduce learning anxiety and to provide a positive climate for intellectual and social development.

Admissions Policy

In the fall of 1981, a new, comprehensive admissions policy was adopted that ensured the appropriate advisement and academic placement of all entering freshmen who were underprepared in English, mathematics, reading, and/or study skills. Students who did not have a composite ACT score of 16, or a high school GPA of 2.25, participated in the supplemental testing program administered through the Developmental Studies Program before application for admission was complete. Advice based on test results was given individually to students, by specifically appointed faculty, to register for appropriate developmental courses. In addition, these students registered for no more than 13 quarter hours until they mastered the basic skills they needed for college success.

Grading System

In order to have received an A, B, C, or D by the end of the initial quarter, the student must have met the objectives for the course. If the student did not successfully complete a developmental studies course in three quarters, an F was assigned. If the student had not satisfied the objectives of the course, but had made adequate progress, he received a PR (Progress) grade. The student could then have enrolled for the course again and continued from the last objective achieved the previous quarter. If the course was not completed by the second quarter but the student continued to make progress, he received a PR again and enrolled for the course a third time. If, on the other hand, a student did not make adequate progress in one or more developmental courses, his case was reviewed by his instructors, counselors, and the Director in an effort to find the cause of his problem. Only after this procedure was completed were appropriate recommendations made to the student and the University regarding his status.

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B. Administrative/Operational Support Systems

The objectives of the Administrative/Operational Support Systems were:

1. To have operational a personnel data base and the personnel/payroll and associated systems through a combined effort of the accountant/systems analyst, two systems analysts, and two programmers by June 1, 1983. (1a, 5a, 8, 14a)
2. To have operational with yearly evaluation, development, and maintenance, the policies, procedures, and computer systems necessary to husband the resources of the University by June 1, 1983, through a combined effort of the Computer Services staff, accountant/systems analyst, Director of Quality Assurance, and the Director of Energy Conservation and Resource Management. (1a, 5a, 6a, 8, 14a, 17a, 18a, 21a)
3. To achieve the capability in the Computer Services staff of refining the financial data base, associated financial computer programs, and systems yearly to meet the demands of the PME process conducted by the top management of the University by June 1, 1983. (1a, 5a, 6a, 8, 14a, 17a, 18a, 21a)
4. To achieve the capability by the Computer Services staff of refining the student data base, associated computer programs, and systems yearly to meet the demands of the PME process conducted by the top management of the University by June 1, 1983. (1a, 5a, 6a, 8, 10a, 14a, 17a, 18a, 21a)
5. To manage the use of energy and other resources to reduce waste through rehabilitation of facilities and installation of energy management systems by June 15, 1983. (5a, 8, 17a)
6. To analyze all financial systems and operations to achieve maximum

savings, minimum loss, adequate control, and compliance with state and federal rules and regulations by June 15, 1983. (8, 1a, 5a, 6a, 14a)

The performance evaluation measures used to rate the level of achievement of each objective are listed in Appendix B in the Activity Evaluation Report. For all objectives, the desired levels of achievement were reached. The Director of Institutional Research prepared and circulated SDIP evaluation documents to various groups to ascertain the effectiveness of objectives 1, 2, 3, and 4. Data, which are summarized in Appendix B, were tabulated from the Likert-type scale ranging from strongly agree to no opinion.

Objective 1

To establish the accomplishment of objective 1, the evaluation survey document was sent to the major users of both the personnel data base and the personnel/payroll system. Statements included were: (1) essential elements required for administering personnel policies are present in the system, (2) elements are clearly defined, (3) elements may be added/deleted as needed, (4) personnel information may be added or maintained with ease for all employees, (5) system provides for fast and accurate input for either personnel or payroll use, (6) system insures an audit trail for personnel/payroll actions on any employee, (7) system lends itself to ad hoc reporting, (8) summary information is obtainable, (9) federal personnel reports are contained within the system, (10) reports provided lend themsleves to fast and easy analysis of trial runs for payroll, (11) system allows categorizing of employees into groups with similar characteristics, (12) time input for employees is fast and efficient, and (13) check, earnings, deduction, and benefits registers provided by the system are useful for other reporting and accounting purposes. A value of 8.1 on a 10-point rating system affirmed the usefulness, effectiveness, and timeliness of the personnel data base, the personnel/payroll system, and associated systems.

Implementation of the Westinghouse personnel option on the DEC VAX was achieved in conjunction with a pilot project for the Tennessee State Board of Regents. The new system included the necessary interfaces with existing data bases, which were applied by institutional personnel. Plans to revise the personnel data base and the personnel/payroll base on an annual basis have been made.

Objective 2

Objective 2 was accomplished through evaluating the effective utilization of policies, procedures, and computer systems necessary to husband the resources of the University by circulating the survey instrument among the administrative staff, faculty, and department chairpersons, which yielded a rating of 85 on a 100-point value system.

Statements included were: (1) sufficient data elements are available in the systems to meet the users needs, (2) reports are received by users in a timely fashion, (3) reports received by users are adequate for reporting to other agencies, (4) systems provide users with mechanisms for filling special ad hoc reporting requests, (5) reports assist users in the detection of errors, (6) errors may be corrected in a timely manner, (7) adequate safequards are built into the systems to detect errors, (8) adequate safeguards are built into the systems to prevent abuse by unauthorized users, (9) sufficient computer resources are available for users to be able to complete their assigned work, and (10) computer services staff are competent and helpful in assisting users in adapting to the systems.

Respondents perceived that the management and accounting systems for restricted funds, such as grants and contracts, were responsive to and in compliance with changing policies and regulations generated at the state and federal levels. Interviews with personnel in accounting, contracts, and student aid verified the questionnaire data. Users of the student records subsystem indicated that programs to authenticate historical grade records to be used for computerized transcripts and academic advisement were in place.

Objective 3

Objective 3 was met according to both oral and written reports and interviews with staff having responsibility in this area. A survey of major users of the financial data base, associated financial computer programs, and systems provided an average score of 9.0 on a 10-point scale on the following statements: (1) reports are received in a timely fashion, (2) reports received are adequate for reporting to other agencies, (3) computer services staff members react in a timely and cooperative fashion to requests for modifications to existing systems to meet new needs, (4) existing hardware lends itself to adaptation required to meet new needs, and (5) existing software contains enough flexibility to allow adaptation for new needs.

Objective 4

To establish the accomplishment of objective 4, the users of the student data base, associated computer programs, and systems responded to the evaluation instrument on the following statements: (1) reports are received in a timely fashion, (2) reports received are adequate for reporting to other agencies, (3) computer services staff members react in a timely and cooperative fashion to requests for modifications to existing systems to meet new needs, (4) existing hardware lends itself to adaptation required to meet new needs, and (5) existing software contains enough flexibility to allow adaptation for new needs. The average response to items about effectiveness of the computer programs and systems was 8.8 on a 10-point scale.

Previously, in 1981, an evaluation was made of the optical scan based subsystem for academic processing through a survey of the registrar and the staff of the registrar's office, and a random sample of faculty. Interviews substantiated that the survey results were positive. Also, an evaluation was made of the revised student registration procedures of a random sample of users; the student data base was integrated into the system.

Documentation, reports, and interviews with users of the student records sub-system affirmed that programs were developed to authenticate historical grade records to be used for computerized transcripts and academic advisement.

In 1982, an evaluation was made of the newly-developed student financial aid accounting system on a random sample of student clients and involved administrative staff. In 1983, a questionnaire was reacted to on this objective. The development of the subsystem and its full implementation were verified by observation, documentation, and interviews.

Another use of the computer for student records involved a system for tracking students from admissions through graduation. A questionnaire was circulated to administrative staff and faculty concerned with student records to ascertain the effectiveness of the system. The respondents deemed the system to be effective, and they perceived it to be fully implemented. An evaluation of the student academic advisement subsystem by all faculty advisors and counselors was positive.

Objective 5

Objective 5 was accomplished by installing an energy management system. Some faculty modification has been made through the awareness of energy requirements, including the rearrangement of space usage.

Objective 6

An external evaluation of objective 6 revealed that the work accomplished in the analysis, procedures, and practices put into effect to analyze all financial systems and operations to achieve maximum savings, minimum loss, adequate control, and compliance with state and federal rules and regulations was positive. Inferences drawn from the SDIP Evaluation forms confirm this rating. Previous revision of the financial systems and financial data base on an annual basis to remain current with new and available equipment was effective.

C. Career Business and Professional Program

The initial listing of objectives for the expansion of the career business and professional programs was broadly encompassing. Two were stated for the grant period:

1. To develop and maintain an educational environment of higher quality in which American Assembly of Collegiate Schools of Business (AACSB) standards are met and upward mobile students are able to immediately enter the mainstream of society.
2. To develop and maintain a quality Computer Science degree that will offer upward mobility to disadvantaged students.

Performance evaluation measures were specified to assess the level of achievement of each objective (see Appendix C for PEMs and the Activity Monitoring Report.) They surpassed the levels necessary for success.

Objective 1

The achievement of objective 1 was established by comparing the standards required by AACSB with the characteristics of APSU business faculty, library holdings, and curriculum requirements of the various options of the College of Business of the University.

To achieve this rating of nearly 100% on all six measures, several events took place. Course syllabi were rewritten to include greater emphasis on computer utilization, and appropriate hardware and software were made available to students in various courses. Programs were expanded to better prepare disadvantaged students so that they would be upwardly mobile, specifically by improving their understanding of types of business communications. Weaknesses in written and oral communications were identified and remediated. Students with low ACT scores in mathematics or language skills were counseled into appropriate developmental courses.

Competencies were developed in processing written communications electronically. Appropriate equipment was purchased, and students were given experiential opportunities to improve in electronic transcription. Specifically, word processing equipment was purchased so that understanding about commmunication could be broadened.

Students majoring in business management were required to pass a minimum of one business communications course emphasizing the types of communications used by middle and executive level managers. Practice was given in dictating into devices characteristic of word processing departments.

Objective 2

In order to achieve objective 2, other events took place: a quality computer science staff was acquired to teach courses, students demonstrated use of the Pl/I compiler, computer science courses were revised, local user facilities users manuals were prepared, additional equipment (VAX) was purchased, local interest groups were involved in computer science activities and were featured in the local newspapers, and computer terminals were added in the College of Business and in the College of Arts and Sciences.

D. Multi-Service Career Development Program

The objectives of the Multi-Service Career Development Program over the three-year grant period were:

1. To provide academic support services through testing and test interpretations to over 9,000 "upward mobile" individuals by June 15, 1983
2. To provide effective Placement Services to over 95% of all graduating seniors by June 15, 1983

Performance evaluation measures were specified to assess the level of achievement of each objective (see Appendix D.) Only one of the 13 specific measures did not reach the 100% achievement level.

Objective 1

According to the annual reports submitted by the Director of the Counseling and Testing Center, this objective has been completely met; that is, if one assumes that all persons serviced were "upwardly mobile." Notably, the Testing Center reports cite the following figures for the respective periods: 3,173 persons tested, 1980-81; 2,938, 1981-82; and over 3,000, 1982-83. Thus, the Testing Center appears to have served more students in its initial period of operation than in either of the other two periods. Perhaps the Center is operating at peak efficiency in serving around 3,000 persons each year.

Testing Programs

Scheduled group tests. The Testing Center offered a number of standardized tests, designed to meet the varying needs of APSU students, prospective APSU students, and adults in the surrounding area. This part of the program was administered on a year-round schedule and included such tests as the:

American College Test (ACT)

American College Test-Proficiency Examination Program (ACT-PEP)

Graduate Record Examination (GRE)

National Teacher Examinations (NTE)

Graduate Management Admissions Test (GMAT)

General Education Development Tests (GED) for the High School Equivalency Diploma

College Level Examination Program (CLEP)

California Achievement Test (CAT) (required for the teacher education program).

Unscheduled group testing and individual testing. In its effort to meet the wide range of testing demands and varied requests from students, staff, and professional organizations in the community, the Testing Center also administered the following instruments:

Miller Analogies Test (MAT)

Retakes of the General Education Development Test

Retakes of the California Achievement Test

Alcohol and Drug Counselor Certification Test

Real Estate Licensure Examination

Strong-Campbell Interest Inventory (SCII)

Survey of Study Habits and Attitudes (SSHA)

Various interests, personality, and ability measures

Associated with the administration of interest, study habits, personality, and ability (intelligence) measures were many group and individual interpretation sessions.

The Testing Center was involved in the administration of academic ability measures in English, mathematics, and reading as a part of the admissions policy. All entering students who did not have a composite ACT score of 16 or a high school GPA of 2.25 had to take these tests for placement purposes. Much of this testing occurred during the summer orientation periods. Also, many Residual ACT instruments were administered during summer months.

Testing Support Programs

The Testing Center offered two major programs targeted at those experiencing difficulties associated with tests: a skill workshop on test-taking and relaxation training with some attention given to test-anxiety reduction. Though the numbers of students participating were not large, there were indications that the need was present and was met through these efforts. Perhaps increased publicity in strategic campus locations, to academic personnel, and at critical times during each term would have increased the number of participants.

Information Dissemination to Students

The Testing Center advertised its services to the campus and surrounding communities in the following ways:

Counseling and Testing Center brochure
University bulletin information
Workshop flyers
Posted schedules
Guest speaking engagements on-and off-campus
Presentations to head residents and resident advisors
Dormitory presentations

Through such efforts, the Center maintained a fairly consistent level of activity over the grant period. This suggests that these publicity efforts have been successful.

Objective 2

The information available indicated that the objective was partially achieved based on an estimated 70% of the 1983 graduating seniors having utilized the Placement Services. While this percentage was considerably lower than the 95% specified in the objective, the evaluators suggest that the percentage may have been set unrealistically high in the objective. The rationale for this suggestion is that a majority of the APSU students are from the local area and find employment in the local area through personal contacts and acquaintances, therefore not requiring job placement services. In addition, approximately 10% of the graduating seniors enroll in graduate school, whereas about 4% enter the military services, according to recent annual surveys of graduates conducted in September of each year.

Information Dissemination to Students

Several activities were conducted to inform students of the services available through the Office of Placement Services. During each year of the three-year grant period, letters were sent to all seniors describing the Placement Services and encouraging the students to register with the Office of Placement Services. The schedule of campus visits by job recruiters was published regularly in the campus newspaper. Feature stories and placement announcements were published in the alumni publications and area newspapers. Formal and informal meetings were held in many departments and with campus clubs and organizations to explain the placement services available. Quarterly meetings were conducted with student teachers to discuss teaching opportunities and placement.

In addition, a Directory of Current Job Openings was maintained for student use in the Office of Placement Services. The directory listings were organized by major field of study related to the available positions. A monthly bulletin was prepared and distributed to all seniors and alumni listed in the active placement files. A recruitment schedule was included with the monthly bulletin. A file on major industry employers was available and in the process of being catalogued to facilitate use by students. A resource library was developed to assist students in their job searches and interview skill development.

Publications

The Office of Placement Services prepared publications designed to facilitate student use of its services and to place students in jobs. The Job Placement Manual (Appendix D) was updated during each fall quarter and distributed to senior students and new faculty members. The annual Directory of Teacher Education Graduates (Appendix D) was prepared in the spring of each year for distribution to potential employers of teacher education graduates.

Promotion of Recruitment

Efforts were made to increase the number and variety of potential employers who sent representatives to the campus for the purpose of recruitment. The number of new employers invited to recruit increased from 100 in 1980-81 to 300 in 1981-82 and 1982-83. Over 500 invitations to conduct recruitment were extended to prospective employers each year of the grant period. Contacts at the meetings of the Tennessee College Placement Association and the Southern College Placement Association resulted in recruitment invitations to many employer representatives. These efforts contributed to an increase in the number of interviews arranged through Placement Services from approximately 200 to 2,000 annually.

In an effort to publicize Placement Services, letters were mailed periodically to area business leaders soliciting their support by hiring current students and graduates. Contacts with the Chamber of Commerce and local business leaders were established and maintained. The local media--newspapers and radio--were also used to publicize the operation of Placement Services.

Professional Enhancement

The staff of the Placement Services engaged in several activities to remain current in their knowledge of placement procedures and career opportunities. Membership was maintained in the state, multi-state regional, and national college placement organizations. At least one staff member attended annual meetings of the state and regional organizations. In addition, visits were made to the placement offices of several universities: Middle Tennessee State University, University of Tennessee-Chattanooga, Vanderbilt University, Tennessee Technological University, University of Houston, and Memphis State University. These visits were conducted to identify effective ways of delivering placement services.

Follow-up Study of Graduates

In September of each year, a follow-up study was conducted of the graduates for the previous year. The survey form solicited information on the college preparation, employment status, and further education plans of each graduate. The return rates for the three groups of graduates were 30% of the 1979-80 group, 20% of the 1980-81 group, and 46% of the 1981-82 group. The responses were compiled and presented in an annual report. Comparative data were included on employment status and salary ranges to reveal trends and changes on a multi-year basis.

Career Fair

The Office of Placement Services held a Career Fair once each year during the grant period--in the Spring Quarter of 1980-81 and the Winter Quarter of

1981-82 and 1982-83. The purpose of the fair was to provide the opportunity for students, especially seniors, to talk with a variety of prospective employers about career opportunities. The number of participating employers was 45 in 1980-81, 63 in 1981-82, and 65 in 1982-83.

Job-Seeking Skills Seminars

Seminars on job-seeking skills were planned and conducted each year by the Placement Services staff. These seminars were organized around the process and techniques used in identifying job opportunities, applying for desired positions, and using effective follow-up procedures. The number of seminars conducted was one in 1980-81, seven in 1981-82, and seven in 1982-83. In addition, small scale versions of the seminar were presented to students in classes, organizational meetings, and teacher education group meetings.

Placement Program Evaluation

The evaluation of the Placement Program was performed primarily through the preparation of annual management-by-objectives progress reports that were compiled internally. The report contained a listing of each objective/activity (including the grant program objectives), the estimated degree of accomplishment, and comments. Evaluative data were derived from the annual graduate follow-up study records in the Office of Placement Services, and information obtained informally from contacts with students, faculty members, and recruiters.

E. SDIP Cordination

The objectives of the SDIP Coordination Program over the grant period were:

1. To manage the SDIP grant in an efficient and effective manner utilizing EDGAR and yearly approved budgets and Report 2 to achieve

grant objectives.

2. To develop with the President effective implementation strategies for fund replacement strategies of the four activities to be maintained after the conclusion of the SDIP grant.

A performance evaluation measure rating was used to note the level of achievement of each objective (see Appendix E). The range of achievement was from 75-100%.

Objective 1

A review of the Activity Evaluation Report indicated that the SDIP grant was managed in an efficient and effective manner. The coordinator (1) acquired a total sense of the program's thrust, (2) established effective communication with the president, (3) developed an effective evaluation system to measure total program development, (4) assisted in the recruiting of project personnel, (5) informed all persons involved with the project about project progress, (6) coordinated the activities of the four program components to ensure maximum use of personnel and other resources, (7) assessed the utilization of SDIP financial resources to ensure fiscal responsibility and maintained fiscal control of each activity's resources, (8) interpreted the grant's purposes to institutional personnel and publics, and (9) assisted in the preparation of final reports. One objective, to assist the President in employing the assisting agency was written out, and another, to assist the President in employing external evaluation, was changed to a summative evaluation. A performance evaluation measure, to achieve a rating of the 85th percentile on EDGAR compliance, was written out because of the decision not to employ an assisting agency.

Objective 2

The completion of this objective was attained within the grant period through the provision of funding of the four activities in the 1983-84 fiscal year, which began the day after this grant period terminated. The project director achieved this goal over a three-year period by beginning in July 1980 to work with the President of the University in providing university funds for a continued institutional development program. Though funded for 1983-84 at a level approximating two-thirds of the grant level, the four program areas will be continued as an integral part of the institution's academic program. The level of success of each component justified the conclusion that the project's activities that effected change on behalf of high-risk students be offered to students who continued in the University and to those who entered it for the first time.

III. Findings

General findings related to the Developmental Studies Program were:

(1) an increase of 15% was achieved in the retention of underprepared freshmen cohorts of the pre- and post-developmental program

(2) students repeated tasks in basic skills until they demonstrated proficiency and completed all basic skills modules

(3) individualized systems of teaching and learning were provided for all students making request for them

(4) a Developmental Skills Center was established in the university library for student use

(5) a comprehensive admissions policy was developed and begun that ensured the appropriate advisement and academic placement of all entering freshmen underprepared in basic subjects and study skills

(6) grading procedures were modified to allow the achievement of course objectives

Findings related to the Administrative/Operational Support Systems were:

(1) a personnel data base and a personnel/payroll system became operational

(2) resources of the University were husbanded by setting in operation the policies, procedures, and computer systems necessary to achieve this task

(3) the Computer Services staff achieved the capability of refining the financial data base, associated computer programs, and systems to meet the demands of the performance evaluation measures processes

(4) the Computer Services staff achieved the capability of refining the student data base, associated computer programs, and systems to meet the demands of the performance evaluation measures processes

(5) energy management systems were installed to reduce waste

(6) the ability to analyze all financial systems and operations was achieved

Other findings related to the Career Business and Professional Programs were:

(1) syllabi for computer courses were rewritten for student usage

(2) a 25% increase in student understanding of oral and written business communication was achieved

(3) word processing equipment was acquired by the University so that students could have hands-on experiences with it

(4) computer science course offerings were revised, and eleven new courses were added to the program

(5) computer terminals were added in the College of Business and College of Arts and Sciences to serve student needs

Additional findings related to the Multi-Service Center Development Program were:

(1) the Testing Center administered several types of tests to over 9,000 persons during the grant period

(2) the Test Center offered a skill workshop on test-taking to students experiencing test anxiety

(3) a large percentage of graduating seniors used the University Placement Services

(4) information about the Office of Placement Services was communicated to students in local news media

(5) a directory of job openings was maintained in the Office of Placement Services

(6) placement publications were updated or prepared for student use

(7) the number of on-campus interviews held by businesses increased from 200 to 2,000

(8) a follow-up study was made of graduates of DSP courses to ascertain employment status

(9) the Office of Placement Services sponsored 15 seminars on job-seeking skills, such as identifying possible jobs and applying for a position

Several findings related to SDIP coordination were:

(1) an evaluation system was developed to measure total program development

(2) the activities of the four program components were coordinated to ensure maximum use of personnel

(3) financial resources were controlled to assure fiscal responsibility

(4) the publics involved in the grant were kept informed about progress in each area of activity

(5) funds for continuance of the four activities in the program were allocated in the 1983-1984 budget

IV. Conclusions

All of the objectives of the program were completed during the project year with the exception of the ones that involved a formative evaluation, which were written out of the project.

The three-year SDIP project served as a catalytic agent in changing policies at the University by aiding faculty and administrators to conclude that remedial training for low achieving students produced the type of gain that enabled the students to achieve academic success; that is, provision was made for underprepared students to become upwardly mobile by their achieving competencies in numerous instructional areas.

It was the means whereby the University developed and brought into operation computer systems dealing with data relating to students and institutional personnel, and with the analysis of all the University financial systems.

SDIP was the vehicle for delivering the revision and adoption of University curricular offerings and in securing instructional equipment for experiential learning. It was highly influential in increasing the effectiveness of both the Testing Center and the University Placement services and in emphasizing the importance of job-seeking skills.

The program was instrumental in influencing the University to allocate permanent funding beyond the grant period for the four program areas. Evidence from faculty and students participating in the project and from complete sets of records attest to the high degree of competency of the administrators of the project and to its short-range and long-range impact on educational practice at Austin Peay State University.

APPENDIX A

ACTIVITY EVALUATION REPORT AND ACTIVITY MONITORING REPORT FOR THE DEVELOPMENTAL STUDIES PROGRAM, 1980-83

Page 1 of 9 Pages	REPORT 2 - ACTIVITY EVALUATION REPORT STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM	Form approved FEDAC No. 40 App. Exp. 07/80

1. Name of Institution: Austin Peay State University	2. Period Covered: 7/1/80 To: 6/30/81	3. Date Submitted:	4. Activity Title: Refinement of a Developmental Studies Program

5. Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
5a. Over the SDIP Grant Period: 1. To sustain the 15% higher retention rate among academically underprepared freshmen as opposed to non-DSP students by continuing a comprehensive developmental program in composition, mathematics, reading, and psychology through June, 1983. (2,10a,20a)	6a. Over the SDIP Grant Period: 1. A review of academic records by the Director of Institutional Research will indicate at least a 15% increase in retention of underprepared freshmen cohorts of a pre- and post-developmental program.	7a. Performance Evaluation Measures Rating
5b. Over the SDIP Grant Year: 1. To decrease by 5% the attrition rate among academically underprepared freshmen by sustaining a comprehensive developmental program in composition, mathematics, reading, and psychology by June, 1981. (2,10a,20a)	6b. Over the SDIP Grant Year: 1. By June, 1981, a review of academic records by the Director of Institutional Research will reflect at least 5% decrease in the attrition rate of underprepared freshmen who participated in the DSP compared to the attrition rate of underprepared freshmen in the previous three-year period (1977-1980).	100
2. To prepare low-income, academically underprepared DSP students for career entry and pre-professional courses of studies requiring communication and/or mathematics skills by integrating the DSP and career education activities, which will give them the skills necessary to complete successfully core requirements.	2. By June, 1981, a review of academic records by the Director of Institutional Research will reflect at least 5% increase in the number of low-income, academically underprepared freshmen selecting career-entry and pre-professional courses of study requiring communications and/or	100 7b. Summary Rating 100

Page 2 of 9 Pages

REPORT 2 - ACTIVITY EVALUATION REPORT
STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM

Form approved
FEDAC No. 40
App. Exp. 07/80

1. Name of Institution: Austin Peay State University	2. Period Covered: To: 7/1/80 6/30/81	3. Date Submitted:	4. Activity Title: Refinement of a Developmental Studies Program

5. Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
5a. Over the SDIP Grant Period: 2. To prepare low-income, academically underprepared DSP students for career entry and pre-professional courses of studies requiring communication and/or mathematics skills by integrating the DSP and career education activities, which will give them the skills necessary to complete successfully core requirements. (2,10a,20a)	**6a. Over the SDIP Grant Period:** 2. (a) By advising underprepared freshmen (50% based on national norms; minority, 17% at APSU) to enroll in the DSP and by keeping statistics on these students in these categories; (b) By keeping statistics of the percentage of underprepared, including minority, students who have enrolled and completed successfully DSP courses; (c) By successful completion of DSP courses students will attain skills necessary to fulfill core requirements.	**7a. Performance Evaluation Measures Rating**
5b. Over the SDIP Grant Year: 3. To provide assistance in communication and/or mathematics skills for sophomores desiring aid in communication and/or mathematics skills through an individualized system of teaching/learning by June, 1981. (2,10a,20a)	**6b. Over the SDIP Grant Year:** mathematics skills compared to the number of low-income, academically underprepared freshmen selecting the same areas in the previous three-year period (1977-1980). 3. By June, 1981, a review of daily records of the developmental studies activity by the Director will indicate that the DSP provided services to all sophomores who requested one-to-one assistance in communication and/or mathematics skills.	100
		7b. Summary Rating 100

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REPORT 2 - ACTIVITY EVALUATION REPORT
STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM

Form approved
FEDAC No. 40
App. Exp. 07/80

1. Name of Institution: Austin Peay State University	2. Period Covered: 7/1/80 To: 6/30/81	3. Date Submitted:	4. Activity Title: Refinement of a Developmental Studies Program

5. Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
5a. Over the SDIP Grant Period: 3. To provide by June, 1983, assistance in communication and/or mathematics skills for all students requesting an individualized system of teaching/learning. (2,10a,20a)	6a. Over the SDIP Grant Period: 3. A review of daily records of the developmental studies activity by the Director will indicate that the DSP provided services to all students who requested one-to-one assistance in communication and/or mathematics skills.	7a. Performance Evaluation Measures Rating
5b. Over the SDIP Grant Year:	6b. Over the SDIP Grant Year:	7b. Summary Rating overall 100

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Page 4 of 9 Pages	REPORT 2 - ACTIVITY EVALUATION REPORT STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM	Form approved FEDAC No. 40 App. Exp. 07/80

1. Name of Institution: Austin Peay State University	2. Period Covered: 7/1/81 To: 6/30/82	3. Date Submitted:	4. Activity Title: Refinement of a Developmental Studies Program

5. Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
5a. Over the SDIP Grant Period: 1. To sustain the 15% higher retention rate among academically underprepared freshmen as opposed to non-DSP students by continuing a comprehensive developmental program in composition, mathematics, reading, and psychology through June, 1983. (2,10a,20a)	6a. Over the SDIP Grant Period: 1. A review of academic records by the Director of Institutional Research will indicate at least a 15% increase in retention of underprepared freshmen cohorts of a pre- and post-developmental program.	7a. Performance Evaluation Measures Rating
5b. Over the SDIP Grant Year: 1. To decrease by 5% the attrition rate among academically underprepared freshmen by sustaining a comprehensive developmental program in composition, mathematics, reading, and psychology by June, 1982. (2,10a,20a)	6b. Over the SDIP Grant Year: 1. By June, 1982, a review of academic records by the Director of Institutional Research will reflect at least 5% decrease in the attrition rate of underprepared freshmen who participated in the DSP compared to the attrition rate of underprepared freshmen in the previous three-year period (1978-1981).	100
2. To prepare low-income, academically underprepared DSP students for career entry and pre-professional courses of studies requiring communication and/or mathematics skills by integrating the DSP and career education activities, which will give them the skills necessary to complete successfully core requirements. (2,10- 20a)	2. By June, 1982, a review of academic records by the Director of Institutional Research will reflect at least 5% increase in the number of low-income, academically underprepared freshmen selecting career-entry and pre-professional courses of study requiring communications and/or	100 7b. Summary Rating 100

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Page 5 of 9 Pages	REPORT 2 - ACTIVITY EVALUATION REPORT STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM	Form approved FEDAC No. 40 App. Exp. 07/80

1. Name of Institution: Austin Peay State University	2. Period Covered: To: 7/1/81 6/30/82	3. Date Submitted:	4. Activity Title: Refinement of a Developmental Studies Program

5. Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
5a. Over the SDIP Grant Period: 2. To prepare low-income, academically underprepared DSP students for career entry and pre-professional courses of studies requiring communication and/or mathematics skills by integrating the DSP and career education activities, which will give them the skills necessary to complete successfully core requirements. (2,10a,20a)	6a. Over the SDIP Grant Period: 2. (a) By advising underprepared freshmen (50% based on national norms; minority, 17% at APSU) to enroll in the DSP and by keeping statistics on these students in these categories; (b) By keeping statistics of the percentage of underprepared, including minority, students who have enrolled and completed successfully DSP courses; (c) By successful completion of DSP courses students will attain skills necessary to fulfill core requirements.	7a. Performance Evaluation Measures Rating
5b. Over the SDIP Grant Year:	6b. Over the SDIP Grant Year: mathematics skills compared to the number of low-income, academically underprepared freshmen selecting the same areas in the previous three-year period (1978-1981).	
3. To provide assistance in communication and/or mathematics skills for sophomores desiring aid in communication and/or mathematics skills through and individualized system of teaching/learning by June, 1982. (2,10a,20a)	3. By June, 1982, a review of daily records of the developmental studies activity by the Director will indicate that the DSP provided services to all sophomores who requested one-to-one assistance in communication and/or mathematics skills.	100
		7b. Summary Rating

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REPORT 2 - ACTIVITY EVALUATION REPORT
STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM

Form approved
FEDAC No. 40
App. Exp. 07/80

1. Name of Institution:
Austin Peay State University

2. Period Covered: 7/1/81 To: 6/30/82

3. Date Submitted:

4. Activity Title:
Refinement of a Developmental Studies Program

5. Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
5a. Over the SDIP Grant Period: 3. To provide by June, 1983, assistance in communication and/or mathematics skills for all students requesting an individualized system of teaching/learning. (2,10a,20a)	6a. Over the SDIP Grant Period: 3. A review of daily records of the developmental studies activity by the Director will indicate that the DSP provided services to all students who requested one-to-one assistance in communication and/or mathematics skills.	7a. Performance Evaluation Measures Rating
5b. Over the SDIP Grant Year:	6b. Over the SDIP Grant Year:	
		7b. Summary Rating

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REPORT 2 - ACTIVITY EVALUATION REPORT
STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM

Form approved
FEDAC No. 40
App. Exp. 07/80

1. Name of Institution: Austin Peay State University

2. Period Covered: 7/1/82 To: 6/30/83

3. Date Submitted:

4. Activity Title: Refinement of a Developmental Studies Program

5. Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
5a. Over the SDIP Grant Period: 1. To sustain the 15% higher retention rate among academically underprepared freshmen as opposed to non-DSP students by continuing a comprehensive developmental program in composition, mathematics, reading, and psychology through June, 1983. (2,10a,20a)	6a. Over the SDIP Grant Period: 1. A review of academic records by the Director of Institutional Research will indicate at least a 15% increase in retention of underprepared freshmen cohorts of a pre-and post-developmental program.	7a. Performance Evaluation Measures Rating
5b. Over the SDIP Grant Year: 1. To decrease by 5% the attrition rate among academically underprepared freshmen by sustaining a comprehensive developmental program in composition, mathematics, reading, and psychology by June, 1983. (2,10a,20a) 2. To prepare low-income, academically underprepared DSP students for career entry and pre-professional courses of studies requiring communication and/or mathematics skills by integrating the DSP and career education activities, which will give them the skills necessary to complete successfully core requirements. (2,10a,20a)	6b. Over the SDIP Grant Year: 1. By June, 1983, a review of academic records by the Director of Institutional Research will reflect at least 5% decrease in the attrition rate of underprepared freshmen who participated in the DSP compared to the attrition rate of underprepared freshmen in the previous three-year period (1979-1982). 2. By June, 1983, a review of academic records by the Director of Institutional Research will reflect at least 5% increase in the number of low-income, academically underprepared freshmen selecting career-entry and pre-professional courses of study requiring communications and/or	7b. Summary Rating

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Page 8 of 9 Pages	REPORT 2 - ACTIVITY EVALUATION REPORT STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM	Form approved FEDAC No. 40 App. Exp. 07/80

1. Name of Institution: Austin Peay State University	2. Period Covered: 7/1/82 To: 6/30/83	3. Date Submitted:	4. Activity Title: Refinement of a Developmental Studies Program

5. Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
5a. Over the SDIP Grant Period: 2. To prepare low-income, academically underprepared DSP students for career entry and pre-professional courses of studies requiring communication and/or mathematics skills by integrating the DSP and career education activities, which will give them the skills necessary to complete successfully core requirements. (2,10a,20a)	6a. Over the SDIP Grant Period: 2. (a) By advising underprepared freshmen (50% based on national norms; minority, 17% at APSU) to enroll in the DSP and by keeping statistics on these students in these categories; (b) By keeping statistics of the percentage of underprepared, including minority, students who have enrolled and completed successfully DSP courses; (c) By successful completion of DSP courses students will attain skills necessary to fulfill core requirements.	7a. Performance Evaluation Measures Rating
5b. Over the SDIP Grant Year: 3. To provide assistance in communication and/or mathematics skills for sophomores desiring aid in communication and/or mathematics skills through and individualized system of teaching/ learning by June, 1983. (2,10a,20a)	6b. Over the SDIP Grant Year: mathematics skills compared to the number of low-income, academically underprepared freshmen selecting the same areas in the previous three-year period (1979-1982). 3. By June, 1983, a review of daily records of the developmental studies activity by the Director will indicate that the DSP provided services to all sophomores who requested one-to-one assistance in communication and/or mathematics skills	
		7b. Summary/ Rating

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Page 9 of 9 Pages	REPORT 2 - ACTIVITY EVALUATION REPORT STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM	Form approved FEDAC No. 40 App. Exp. 07/80

1. Name of Institution:	2. Period Covered: To:	3. Date Submitted:	4. Activity Title:
Austin Peay State University	7/1/82 6/30/83		Refinement of a Developmental Studies Progra

5. Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
5a. Over the SDIP Grant Period: 3. To provide by June, 1983, assistance in communication and/or mathematics skills for all students requesting an individualized system of teaching/learning. (2,10a,20a)	6a. Over the SDIP Grant Period: 3. A review of daily records of the developmental studies activity by the Director will indicate that the DSP provided services to all students who requested one-to-one assistance in communication and/or mathematics skills.	7a. Performance Evaluation Measures Rating
5b. Over the SDIP Grant Year:	6b. Over the SDIP Grant Year:	7b. Summary Rating

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Page 1 of 12 Pages

REPORT 1 - ACTIVITY MONITORING REPORT
STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM

Form approved
FEDAC No. 40
App. Exp. 07/80

1. Name of Institution: Austin Peay State University	**2. Period Covered:** 7/1/80 **To:** 6/30/81	**3. Date Submitted:**	**4. Activity Title:** Refinement of a Developmental Studies

5. Activity Milestones (List activity milestones in col. 5b. Identify milestones undertaken in cooperation with an assisting institution or agency by placing an * in col. 5a.)		**6. Scheduled Completion Period**				**7. Remarks**
5a	**5b**	**1**	**2**	**3**	**4**	
*	Re-appoint Developmental Studies staff, paraprofessionals, and tutors (First year 1, 2 & 3)	▲				In the process of hiring (1) English Instructor a paraprofessional in English and Reading for 1980 completed
*	Analyze data of State Board of Regents Basic Skills Evaluation Program at APSU (1-3)	▲				Data being tabulated by Computer Center completed
*	Participate in the (two) summer Freshman Orientation programs (1-3)	▲				Pending: July and August completed
*	Conduct orientation workshops for faculty and staff with academic resource faculty and appropriate administrators to review guidelines for competency based academic components relating to the goals and objectives of the Developmental Studies Program set forth in the SDIP proposal (1-3)	▲				
*	Review performance statistics relating to DSP students in the 1980-1981 academic year (1-3)	▲				
*	Review tutorial procedures for Education majors retaking the California Achievement Test (first year 1, 2 & 3)	▲				

OE Form 1049-2 (7/79) LEGEND. (to be entered in appropriate Quarter) △ represents planned milestone activity; ▲ = completed milestones; △ - - - △ or △ - - > represents rescheduled milestones

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Page 2 of 12 Pages	REPORT 1 - ACTIVITY MONITORING REPORT STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM	Form approved FEDAC No. 40 App. Exp. 07/80

1. Name of Institution:	2. Period Covered:	3. Date Submitted:	4. Activity Title:
Austin Peay State University	7/1/80 To: 6/30/81		Refinement of a Developmental Studies Pr

5. Activity Milestones (List activity milestones in col. 5b. Identify milestones undertaken in cooperation with an assisting institution or agency by placing an * in col. 5a.) 5a	5b	6. Scheduled Completion Period 1	2	3	4	7. Remarks
	*Contact systems analyst in computer center to review on-going data base for Developmental Studies Program (first year 1, 2 & 3)	△				
	*Administer (second) annual pre-tests and pre-questionnaires to all students for appropriate assessment of freshmen academic profile and for comparison to ACT as part of State Board of Regents Basic Skills Evaluation Program (first year 1, 2 & 3)	△				
	*Distribute DSP brochure to high schools and appropriate agencies in APSU's service area (first year 1, 2 & 3)	△				
	*Integrate writing and reading components (first year 1, 2 & 3)	△				
	*Implement Developmental Studies Program course offerings (f. y. 1, 2 & 3)	△				all sections filled
	*Finalize implementation strategies for DSP workshops in University dormitories (for fall quarter) (f.y. 1, 2 & 3)	△				Held first DSP workshop October 2 in Ellington Hall
	*Conduct with psychology component pilot project for eliminating mathematics anxiety (f.y. 1, 2 & 3)		△			

*on-going

OE Form 1049-2 (7/79) LEGEND (to be entered in appropriate Quarter) △ represents planned milestone activity; ▲ = completed milestones; △ - - - △ or △ - - > represents rescheduled milestones

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Page 3 of 12 Pages

REPORT 1 - ACTIVITY MONITORING REPORT
STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM

Form approved
FEDAC No. 40
App. Exp, 07/80

1. Name of Institution:	2. Period Covered:	3. Date Submitted:	4. Activity Title:
Austin Peay State University	7/1/80 To: 6/30/81		Refinement of a Developmental Studies

5. Activity Milestones (List activity milestones in col. 5b. Identify milestones undertaken in cooperation with an assisting institution or agency by placing an * in col. 5a.)		6. Scheduled Completion Period				7. Remarks
5a	5b	1	2	3	4	
	*Review with Counseling and Placement open-door counseling program for developmental students (f.y. 1, 2 & 3)		▲			
	*Disseminate information to students on DSP courses pre-registration, Winter quarter, 1981, (f.y. 1, 2 & 3)		▲			
	*Survey pre-registration enrollment in DSP courses for Winter quarter, 1981, (f.y. 1, 2 & 3)		▲			
	*Review part-time paraprofessional assignments for Winter quarter based on pre-registration statistics (f.y. 1 2 & 3)		▲			
	*Screen students pre-registering for DSP courses (f.y. 1, 2 & 3)		▲			
*	Assisting agency will develop a formative evaluation of progress to date with recommendations for improvement (f.y. 1, 2 & 3)		▲			
	*Conduct progress assessment in-service workshop for instructors and staff (f.y. 1, 2 & 3)		▲			
	*Conduct clinic with Psychology Department for all high school counselors		▲			

OE Form 1049-2 (7/79) LEGEND: (to be entered in appropriate Quarter) Δ represents planned milestone activity; ▲ = completed milestones, Δ - - - Δ or Δ - - > represents rescheduled milestones

on-going

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Page 4 of 12 Pages	REPORT 1 - ACTIVITY MONITORING REPORT STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM	Form approved FEDAC No. 40 App. Exp. 07/80

1. Name of Institution: Austin Peay State University	**2. Period Covered:** 7/1/80 To: 6/30/81	**3. Date Submitted:**	**4. Activity Title:** Refinement of a Developmental Studies

5. Activity Milestones List activity milestones in col. 5b. Identify milestones undertaken in cooperation with an assisting institution or agency by placing an * in col. 5a.)		**6. Scheduled Completion Period**				**7. Remarks**
5a	**5b**	**1**	**2**	**3**	**4**	
	*Administer post-tests and questionnaires to all DSP freshmen (f.y. 1, 2 & 3)		Δ			
	*Evaluate pre- and post-tests and pre- and post-questionnaires from all components (f.y. 1, 2 & 3)		Δ			
	*Conduct in-service workshop for instructors and academic resource faculty in the four academic components to finalize Winter quarter policies and procedures (f.y. 1, 2 & 3)		Δ			
	*Complete progress and retention reports for developmental students for Fall quarter (f.y. 1, 2 & 3)		Δ			
	*Conduct student evaluation of DSP faculty (f.y. 1, 2 & 3)		Δ			
	*Administer pre-tests and pre-questionnaires to all students enrolled in Developmental Studies Program courses and completely evaluate pre-tests for appropriate assessment of developmental students' academic profile (f.y. 1, 2 & 3)			Δ		
	*Review procedures for full, coordinated implementation of the three activities			Δ		

OE Form 1049-2 LEGEND. (to be entered in appropriate Quarter) Δ represents planned milestone activity; ∠ = completed milestones. Δ – – – Δ or Δ – – > represents rescheduled milestones
(7/73)

on-going

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Page 5 of 12 Pages

REPORT 1 - ACTIVITY MONITORING REPORT
STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM

Form approved
FEDAC No. 40
App. Exp. 07/80

1. Name of Institution: Austin Peay State University	2. Period Covered: 7/1/80 To: 6/30/81	3. Date Submitted:	4. Activity Title: Refinement of a Developmental Studies

5. Activity Milestones (List activity milestones in col. 5b. Identify milestones undertaken in cooperation with an assisting institution or agency by placing an * in col. 5a.)		6. Scheduled Completion Period				7. Remarks
5a	5b	1	2	3	4	
	the Developmental Studies Program, the Media Center, and Counseling and Placement (f.y. 1, 2 & 3)					
	*Complete mid-term progress reports for all developmental students (f.y. 1, 2 & 3)			▲		
	*Assign part-time paraprofessionals for Spring quarter based on pre-registration statistics (f.y 1, 2 & 3)			▲		Same as Winter, 1980
	*Examine coordinated activities of Counseling and Placement, the Media Center, and Developmental Studies Program (f.y. 1, 2 & 3)			▲		
*	*Assisting agency will conduct a formative evaluation with support and recommendations for improvement (f.y. 1, 2 & 3)			△		
	*Administer post-tests and post-questionnaires in all academic components and complete evaluation of overall statistics of pre- and post-tests in academic components for Winter quarter (f.y. 1, 2 & 3)			▲		
	*Evaluate pre- and post-tests and pre- and post-questionnaires from all			▲		pre- and past tests have been revised for Fall in English, Math and Reading

OE Form 1049-2 (7/79) LEGEND (to be entered in appropriate Quarter) △ represents planned milestone activity. ▲ = completed milestones; △ - - - △ or △ - - > represents rescheduled milestones

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REPORT 1 - ACTIVITY MONITORING REPORT
STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM

Form approved
FEDAC No. 40
App. Exp. 07/80

1. Name of Institution:	2. Period Covered:	3. Date Submitted:	4. Activity Title:
Austin Peay State University	7/1/80 To: 6/30/81		Refinement of a Developmental Studies

5. Activity Milestones (List activity milestones in col. 5b. Identify milestones undertaken in cooperation with an assisting institution or agency by placing an * in col. 5a.) 5a	5b	6. Scheduled Completion Period 1	2	3	4	7. Remarks
	components					
	*Complete progress and retention reports of all developmental students for Winter quarter (grades) (f.y. 1-3)			▲		In progress, Completion by April 1, 1981
	*Complete internal evaluation of academic components based on Winter quarter statistics (f.y. 1-3)			▲		In progress, Completion by April 1, 1981
	*Administer pre-tests and pre-questionnaires to all students enrolled in Developmental Studies courses and complete evaluation of pre-tests for appropriate assessment of developmental students' academic profile (f.y. 1-3)				▲	
	*Attend National Developmental Studies Conference; location to be announced				▲	
	*Complete mid-term progress reports for all developmental students (f.y. 1, 2 & 3)				▲	
*	*Assisting agency will conduct a formative evaluation with support and recommendations for improvement (f.y. 1, 2 & 3)				△	
	*Administer post-tests and post-questionnaires to all students enrolled in				▲	

OE Form 1049-2 (7/79) LEGEND. (to be entered in appropriate Quarter) △ represents planned milestone activity; ▲ = completed milestones, △ - - - △ or △ - - -> represents rescheduled milestones

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Page 7 of 12 Pages	REPORT 1 - ACTIVITY MONITORING REPORT STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM	Form approved FEDAC No. 40 App. Exp. 07/80

1. Name of Institution: Austin Peay State University	**2. Period Covered:** 7/1/80 To: 6/30/81	**3. Date Submitted:**	**4. Activity Title:** Refinement of a Developmental Studies

5. Activity Milestones (List activity milestones in col. 5b. Identify milestones undertaken in cooperation with an assisting institution or agency by placing an * in col. 5a.)		**6. Scheduled Completion Period -**				**7. Remarks**
5a	5b	1	2	3	4	
	DSP and complete evaluation of overall statistics of pre- and post-tests in academic components for Spring quarter (grades) (f.y. 1, 2 & 3)					
	*Evaluate pre-tests and pre-questionnaires and post-tests and questionnaires (f.y. 1, 2 &3)				▲	
	*Complete progress and retention rates, statistical data, and end-of-year internal evaluation based on first year SDIP objectives (f.y. 1, 2 & 3)				△	In progress
	*Submit Year 1 reports to SDIP Coordinator and Dean of the College of Arts and Sciences (f.y. 1, 2 & 3)				▲	
	*Refine duties and responsibilities of DSP faculty and staff (f.y. 1, 2 & 3)				▲	
	*Conduct external evaluation of Year 1 DSP (f.y. 1-3)				△	
*	*Assisting agency will conduct formative evaluations with recommendations for improvement (f.y. 1, 2 & 3)				△	

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REPORT 1 - ACTIVITY MONITORING REPORT
STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM

Form approved
FEDAC No. 40
App. Exp. 07/80

1. Name of Institution: tin Peay State University	2. Period Covered: 7/1/81 To: 6/30/82	3. Date Submitted:	4. Activity Title: Refinement of a Developmental Studies Program

5. Activity Milestones (List activity milestones in col. 5b. Identify milestones undertaken in cooperation with an assisting institution or agency by placing an * in col. 5a.)		6. Scheduled Completion Period				7. Remarks
5a	5b	1	2	3	4	
	Provide the SDIP Coordinator with Year II plans (Grant Period 1, 2 & 3)		▲			This milestone will be completed after 10/16/81 when there will be a meeting with Dr. Sawrey, Dr. Nixon, Mr. Carter, Mr. Gentry, and the Director of the Developmental Studies Program regarding various aspects of the DSP.
	Participate in Summer Freshmen Orientation (Grant Period 1, 2 & 3)	▲				
	Complete new testing procedures and screening for all entering (g.p. 1, 2 & 3)	▲				
	Administer pre-tests and pre-questionnaires to all students enrolled in Developmental Studies courses and complete evaluation of pre-tests for appropriate assessment of developmental students' academic profile (g.p. 1, 2 & 3)	▲				
	Extend one-on-one services based on student-faculty questionnaire (g.p. 1, 2 & 3)	▲				
	Conduct needs identification with Media Center for audio-visual teaching aids and materials for all academic components (g.p. 1, 2 & 3)	▲				
	Evaluate instructional materials and media aids used up to Spring quarter, 1981 (g.p. 1, 2 & 3)		▲			
*	Assisting agency will visit (g.p. 1, 2 & 3)		N/A			

Form 1049-2 LEGEND (to be entered in appropriate Quarter) △ represents planned milestone activity; ▲ = completed milestones; △ - - - △ or △ - - > represents rescheduled milestones
(7/79)

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REPORT 1 - ACTIVITY MONITORING REPORT
STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM

Form approved
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1. Name of Institution: Austin Peay State University

2. Period Covered: 7/1/81 To: 6/30/82

3. Date Submitted:

4. Activity Title: Refinement of a Developmental Studie

5. Activity Milestones (List activity milestones in col. 5b. Identify milestones undertaken in cooperation with an assisting institution or agency by placing an * in col. 5a.) 5a	5b	6. Scheduled Completion Period 1	2	3	4	7. Remarks
	Complete modification of visual-aid materials already in classroom use (g.p. 1, 2 & 3)		▲			
	Administer post-tests and post-questionnaires in all academic components and complete evaluation of overall statistics of pre- and post-tests in academic components for Fall quarter (g.p. 1, 2 & 3)		▲			
	Evaluate pre- and post-tests and pre- and post-questionnaires from all components (g. p. 1, 2 & 3)		▲			
*	Assisting agency visits (g.p. 1, 2 & 3)			N/A		
	Attend State Basic Studies Conference; location to be announced (g.p. 1, 2 & 3)					To be held at Henry Horton State Park May 6, 1982
	Assisting agency visits (g.p. 1-3)				N/A	
	Attend National Developmental Studies Conference; location to be announced (g.p. 1, 2 & 3)				Δ	Conflicts in academic schedules. Could not arrange attendance.
	Continue production of audio-visual teaching aids and materials for all academic components (g.p. 1-3)				▲	

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REPORT 1 - ACTIVITY MONITORING REPORT
STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM

Form approved
FEDAC No. 40
App. Exp. 07/80

1. Name of Institution:	2. Period Covered:	3. Date Submitted:	4. Activity Title:
Austin Peay State University	7/1/81 To: 6/30/82		Refinement of a Developmental Studies Program

5. Activity Milestones (List activity milestones in col. 5b. Identify milestones undertaken in cooperation with an assisting institution or agency by placing an * in col. 5a.)		6. Scheduled Completion Period				7. Remarks
5a	5b	1	2	3	4	
	Visit by External Evaluation Team (g.p. 1, 2 & 3)				▲	
	Evaluate education policies and effectiveness of teaching strategies (g.p. 1, 2 & 3)				▲	Recommendations in annual university report.
	Evaluate space allocation for DSP (g.p. 1, 2 & 3				▲	Two additional faculty offices acquired for 82-83.
	Prepare SDIP report (g.p. 1, 2 & 3)				Δ	In progress

OE Form 1049-2 LEGEND (to be entered in appropriate Quarter) Δ represents planned milestone activity; ▲ = completed milestones. Δ - - - Δ or Δ - - > represents rescheduled milestones
(7/79)

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REPORT 1 - ACTIVITY MONITORING REPORT
STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM

Form approved
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App. Exp. 07/80

1. Name of Institution: Austin Peay State University

2. Period Covered: 7/1/82 To: 6/30/83

3. Date Submitted:

4. Activity Title: Refinement of a Developmental Studies Progra

5. Activity Milestones (List activity milestones in col. 5b. Identify milestones undertaken in cooperation with an assisting institution or agency by placing an * in col. 5a.) 5a	5b	6. Scheduled Completion Period 1	2	3	4	7. Remarks
	Participate in Summer, Freshmen Orientation (g.p. 1, 2 & 3)	▲				
	Extend one-on-one assistance services based on student faculty questionnaire (g.p. 1, 2 & 3)	▲				
*	Assisting agency visits (g.p. 1, 2 & 3		▲			
	Attend State Basic Studies Conference; location to be announced (g.p. 1, 2 & 3)			▲		
	Present plans for absorption of DSP into University budget to the Dean of the College of Arts and Sciences (g.p. 1, 2 & 3)			▲		
	Assisting agency visits (g.p. 1, 2 & 3)				▲	
	Attend National Developmental Studies Conference; location to be announced (g.p. 1, 2 & 3)					
	Complete recommendations for all changes in DSP as an on-going activity (g.p. 1, 2 & 3)				▲	
	Visit by External Evaluation Team (g.p. 1, 2 & 3)				▲	
	Prepare SDIP report (g.p. 1-3)				▲	

ED Form 1049-2 (7/79) LEGEND (to be entered in appropriate Quarter) Δ represents planned milestone activity. ▲ = completed milestones. Δ - - - Δ or Δ - → represents rescheduled milestones

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REPORT 1 - ACTIVITY MONITORING REPORT
STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM

Form approved
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App. Exp. 07/80

1. Name of Institution: Austin Peay State University	2. Period Covered: 7/1/82 To: 6/30/83	3. Date Submitted:	4. Activity Title: Refinement of a Developmental Studies Progr

5. Activity Milestones (List activity milestones in col. 5b. Identify milestones undertaken in cooperation with an assisting institution or agency by placing an * in col. 5a.)		6. Scheduled Completion Period				7. Remarks
5a	5b	1	2	3	4	
	Gather and review all statistics relating to student progress over grant period (g.p. 1, 2 & 3)				▲	
	Submit final close-out reports (g.p. 1-3)				▲	
	Assist in the filing of the final technical report (g.p. 1-3)					

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APPENDIX B

ACTIVITY EVALUATION REPORT FOR THE ADMINISTRATIVE/OPERATIONAL SUPPORT SYSTEMS, 1980-83, AND SDIP EVALUATION DATA, 1983

Page 1 of 10 Pages	REPORT 2 - ACTIVITY EVALUATION REPORT STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM	Form approved FEDAC No. 40 App. Exp. 07/80

1. Name of Institution: Austin Peay State University	2. Period Covered: 7-1-80 To: 6-30-81	3. Date Submitted:	4. Activity Title: Improvement of Administrative/Operational Suppor Systems

5. Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
5a. Over the SDIP Grant Period: 1. To have operational a personnel data base and the personnel/payroll and associated systems through a combined effort of the accountant/systems analyst, two systems analysts, and two programmers by June 1, 1983. (1a,5a,8,14a)	6a. Over the SDIP Grant Period: 1. An evaluation survey document prepared and circulated by the Director of Institutional Research to the major users of the personnel data base and the personnel/payroll system, will judge the data base and personnel/payroll a value of 8 or higher on a 10-point rating system as to its usefulness, effectiveness and timeliness by June 15, 1983.	7a. Performance Evaluation Measures Rating
5b. Over the SDIP Grant Year: 1. To implement a personnel data base by July, 1981, through a combined effort of the Business Manager, systems analysts and programmers.	6b. Over the SDIP Grant Year: 1. The personnel/payroll system will be driven by the personnel data base, therefore, major users will respond to a a survey questionnaire developed and circulated by the Director of Institutional Research on the usefulness and timeliness of the personnel/payroll system and not the data base. The questionnaire will receive an average response of 80 or better on a 100-point evaluation system.	
2. To develop a personnel/payroll system including the necessary interfaces with existing data bases by July, 1981, through a combined effort of the business manager, systems analysts and programmers.	2. A questionnaire prepared and circulated by the Director of Institutional Research to major users of the personnel/payroll system will respond at the 80 or better	7b. Summary Rating

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Page 2 of 10 Pages

REPORT 2 - ACTIVITY EVALUATION REPORT
STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM

Form approval
FEDAC No. 40
App. Exp. 07/80

1. Name of Institution: Austin Peay State University	2. Period Covered: 7/1/80 To: 6/30/81	3. Date Submitted:	4. Activity Title: Improvement of Administrative/Operational Supp Systems

5. Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
5a. Over the SDIP Grant Period: 2. To have operational with yearly evaluation, development and maintenance, the policies, procedures and computer systems necessary to husband the resources of the University by June 1, 1983, through a combined effort of the Computer Services staff, accountant/systems analyst, Director of Quality Assurance and the Director of Energy Conservation and Resource Management. (1a,5a,6a,8,14a,17a,18a,21a)	6a. Over the SDIP Grant Period: 2. An evaluation of the effective utilization of the resources of the University conducted by the Director of Institutional Research and circulated among the administrative staff and faculty down through the department chairpersons by June 15, 1983, will provide a rating of 85 or above on a 100-point value system.	7a. Performance Evaluation Measures Rating
5b. Over the SDIP Grant Year: 3. To develop by July, 1981, management and accounting systems for restricted funds (grants contracts, student aid, etc.), that will be responsive to and in compliance with changing policies and regulations generated at the state and federal levels as an on-going process to be achieved by the accountant/system analyst, director of quality control, systems analysts and programmers. 4. To develop programs for subsystems to authenticate historical grade records of students to	6b. Over the SDIP Grant Year: average score on a 100-point total value system. 3. Major users when responding to a questionnaire prepared and circulated by the Director of Institutional Research as to the management and accounting systems for restricted grants and responsibilities to need and change, will display an average score of 80 or better on a 100-point evaluation scale. 4. Major users of historical grade records of students will evaluate the results of	7b. Summary Rating

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REPORT 2 - ACTIVITY EVALUATION REPORT
STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM

Form Approved
FEDAC No. 40
App. Exp. 07/80

1. Name of Institution: Austin Peay State University

2. Period Covered: 7/1/80 To: 6/30/81

3. Date Submitted:

4. Activity Title: Improvement of Administrative/Operational Support Systems

5. Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
5a. Over the SDIP Grant Period:	**6a. Over the SDIP Grant Period:**	**7a. Performance Evaluation Measures Rating**
3. To achieve the capability in the Computer Services staff of refining the financial data base, associated financial computer programs and systems yearly to meet the demands of the PME process conducted by the top management of the University by June 1, 1983. (1a,5a,6a,8, 14a,17a,18a,21a)	3. A survey of the major users of the financial data base and systems by June 15, 1983, conducted by the Director of Institutional Research, will provide an average score of 9 on a 10-point scale of the ability to change the data base and systems to meet the demands of the PME process.	
4. To achieve the capability by the Computer Services staff of refining the student data base associated computer programs and systems yearly	4. A survey of the main users of the student data base and systems by June 15, 1983, conducted by the Director of Institutional	
5b. Over the SDIP Grant Year:	**6b. Over the SDIP Grant Year:**	
be used for computerized transcripts and academic advisement through a combined effort of the registrar and staff, system analysts and programmers by July, 1981.	the programs and subsystems developed on a questionnaire developed and circulated by the Director of Institutional Research and the average response, will be 80 or better on a 100-point evaluation system.	
. To provide by July, 1981, support staff to manage and conserve the resources of the University.	5. Activity coordinators in their year-end evaluation of staff members will indicate an 85%+ satisfaction with the currently employed staff.	
. To implement an optical scan based subsystem for academic grades processing by July, 1981.	6. An evaluation of the optical scan based subsystem for academic grade processing will be obtained through a survey of the registrar, staff of the Registrar's Office	**7b. Summary Rating**

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REPORT 2 - ACTIVITY EVALUATION REPORT
STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM

Form approved
FEDAC No. 40
App. Exp. 07/80

1. Name of Institution: Austin Peay State University

2. Period Covered: 7/1/80 To: 6/30/81

3. Date Submitted:

4. Activity Title: Improvement of Administrative/Operational Support Systems

5. Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
5a. Over the SDIP Grant Period:	**6a. Over the SDIP Grant Period:**	**7a. Performance Evaluation Measures Rating**
to meet the demands of the PME process conducted by the top management of the University by June 1, 1983. (1a,5a,6a,8,10a,14a,17a,18a,21a)	Research, will provide an average score of 8 or better on a 10-point scale for the ability to change the data base and systems to meet the demands of the PME process.	
5. To manage the use of energy and other resources to reduce waste through rehabilitation of facilities, and installation of energy management systems by June 15, 1983. (5a,8,17a)	5. By June 15, 1983, a survey conducted by an external energy resource team will score an overall rating of 8 or better on a 10-point system for the improvements to the management of energy and other physical plant resources.	
5b. Over the SDIP Grant Year:	**6b. Over the SDIP Grant Year:**	
	and random sample of faculty, will provide an average response of 8 or better on a 10-point scale for improvement of grade reporting when conducted by June 25, by the Director of Institutional Research.	
. To revise student registration and student data base through a combined effort of the registrar, systems analysts and programmers on an annual basis to remain current with need and available equipment by July, 1981, through a combined effort of systems analysts, programmers, accountant/system analyst, director of quality assurance, registrar and staff, business manager and staff, and the academic administration and staff.	7. An evaluation of the currency of the student registration system conducted by the Director of Institutional Research of a random sample of users (faculty, staff and students), will average 75 or better on a 100-point scale by June 30, 1981.	
		7b. Summary Rating

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REPORT 2 - ACTIVITY EVALUATION REPORT
STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM

Form approved
FEDAC No. 40
App. Exp. 07/80

1. Name of Institution: Austin Peay State University

2. Period Covered: 7/1/80 To: 6/30/8

3. Date Submitted:

4. Activity Title: Improvement of Administrative/Operational Support Systems

5. Specific Objectives and Related Institutional Goals	**6. Specific Performance Evaluation Measures**	**7. Level of Achievement**
5a. Over the SDIP Grant Period: 6. To analyze all financial systems and operations to achieve maximum savings, minimum loss, adequate control and compliance with state and federal rules and regulations by June 15, 1983. (8, 1a,5a,6a,14a)	**6a. Over the SDIP Grant Period:** 6. An external evaluation of the work accomplished in the analysis and procedures and practices put into effect by June 15, 1983 will report a rating of 8 on a 10-point system on achievement.	**7a. Performance Evaluation Measures Rating**
5b. Over the SDIP Grant Year: 8. To revise the financial systems and financial data base on an annual basis to remain current with need and available equipment by July, 1981 through a combined effort of the systems analysts, programmers, accountant/systems analyst, director of quality assurance, and the business manager and staff.	**6b. Over the SDIP Grant Year:** 8. A random sample of the administrative staff through the departmental chairperson's level will provide an average rating of 8 or better on a 10-point value scale for the currency of the financial systems when surveyed by the Director of Institutional Research before June 30, 1981.	
		7b. Summary Rating

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REPORT 2 - ACTIVITY EVALUATION REPORT
STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM

Form approved
FEDAC No. 40
App. Exp. 07/80

1. Name of Institution:
Austin Peay State University

2. Period Covered: 7/1/81 To: 6/30/82

3. Date Submitted:

4. Activity Title:
Improvement of Administrative/Operational Suppor
Systems

5. Specific Objectives and Related Institutional Goals

5a. Over the SDIP Grant Period:

5b. Over the SDIP Grant Year:

9. To implement an optical scan based advanced registration subsystem by November, 1981, through a combined effort of the registrar and staff, systems analysts and programmers.

10. To fully implement the personnel/payroll system through a combined effort of the business manager, director of quality assurance, systems analysts and programmers by July, 1982.

6. Specific Performance Evaluation Measures

6a. Over the SDIP Grant Period:

6b. Over the SDIP Grant Year:

9. An evaluation of the optical scan based advanced registration subsystem conducted upon a random sample of students, faculty, and staff by the Director of Institutional Research will propose and average rating of 75% or better on improvement when compared with the pre-grant system of advanced registration.

10. An evaluation of the fully implemented personnel/payroll system conducted by the Director of Institutional Research of the business office staff, and the administrative staff through the level of deans and directors to the President, will provide an average rating of 8 or better on a 10-point evaluation before June 30, 1982.

7. Level of Achievement

7a. Performance Evaluation Measures Rating

7b. Summary Rating

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1. Name of Institution: Austin Peay State University	2. Period Covered: 7/1/81 To: 6/30/82	3. Date Submitted:	4. Activity Title: Improvement of Administrative/Operational Suppc Systems

5. Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
5a. Over the SDIP Grant Period:	6a. Over the SDIP Grant Period:	7a. Performance Evaluation Measures Rating
5b. Over the SDIP Grant Year:	6b. Over the SDIP Grant Year:	
11. To develop a student financial aid accounting system by July, 1982, through a combined effort of the business manager and staff, director of student financial aid and staff, accountant/systems analyst, director of quality assurance, systems analysts and programmers.	11. An evaluation of the newly developed student financial aid accounting system conducted by the Director of Institutional Research on a random sample of student clients, and involved administrative staff will provide a rating of 8 or better on a 10-point value system conducted in or before June 30, 1982.	
12. To revise the personnel data base and personnel/payroll systems on an annual basis to remain current with need and available equipment by July, 1982, through a combined effort of systems analysts, programmers, accountant/systems analyst director of quality assurance and the business manager and staff.	12. An evaluation by involved, knowledgeable administrative staff of the currency of the personnel/payroll system will provide an average response of 8 or better on a 10-point evaluation scale to a questionnaire prepared and distributed by the Director of Institutional Research on or before June 30, 1982.	7b. Summary Rating

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1. Name of Institution: Austin Peay State University

2. Period Covered: 7/1/82 To: 6/30/83

3. Date Submitted:

4. Activity Title: Improvement of Administrative/Operational Supp Systems

5. Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
5a. Over the SDIP Grant Period:	6a. Over the SDIP Grant Period:	7a. Performance Evaluation Measures Rating
5b. Over the SDIP Grant Year: 13. To fully implement the student financial aid accounting system by June 30, 1983, through a combined effort of the business manager and staff, director of student financial aid and staff, accountant/systems analyst, director of quality assurance, systems analysts and programmers.	6b. Over the SDIP Grant Year: 13. An evalaution of the fully operable student financial aid accounting system through the use of a questionnaire prepared and circulated by the Director of Institutional Research to involved administrative staff members and a random sample of student clients, will provide an average positive response of 85% or better on a 100-point system on or before June 30, 1983.	
4. To develop admission subsystems for tracking of those persons having applied for admission through graduation by February, 1983, through a combined effort of the registrar and staff, Vice	14. An evaluation of the tracking system of students from admissions through graduation, will be conducted using a questionnaire developed and circulated by the Director of Institutional Research to all	7b. Summary Rating

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1. Name of Institution: Austin Peay State University	**2. Period Covered:** 7/1/82 To: 6/30/83	**3. Date Submitted:**	**4. Activity Title:** Improvement of Administrative/Operational Support Systems

5. Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
5a. Over the SDIP Grant Period:	6a. Over the SDIP Grant Period:	7a. Performance Evaluation Measures Rating
5b. Over the SDIP Grant Year: President of Academic Affairs and staff, systems analysts, Vice President of Student Affairs and staff, and programmers.	6b. Over the SDIP Grant Year: administrative staff and faculty concerned with student records and a favorable response of 80% or better on an 100-point evaluaton scale will be recorded on or before June 30, 1983.	
15. To fully implement admission tracking subsystems by June 30, 1983, through a combined effort of the registrar and staff, systems analysts, and programmers.	15. An evaluation of the tracking system of students from admission through graduation will be conducted using a questionnaire developed and circulated by the Director of Institutional Research to all administrative staff and faculty concerned with student records and a favorable response of 80% or better on a 100-point evaluation scale will be recorded on or before June 30, 1983.	7b. Summary Rating

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REPORT 2 - ACTIVITY EVALUATION REPORT
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1. Name of Institution: Austin Peay State University	2. Period Covered: 7/1/82 To: 6/30/83	3. Date Submitted:	4. Activity Title: Improvement of Administrative/Operational Support Systems

5. Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
5a. Over the SDIP Grant Period:	6a. Over the SDIP Grant Period:	7a. Performance Evaluation Measures Rating
5b. Over the SDIP Grant Year: 16. To fully implement a student academic advisement subsystem by June 30, 1983, through a continued effort of the Vice President of Academic Affairs and staff, registrar and staff, systems analysts, programmers, student advisors and counselors.	6b. Over the SDIP Grant Year: 16. An evaluation of the newly implemented student academic advisement subsystem will record a positive response of 85% on a 100-point evaluation scale through the utilization of a questionnaire prepared and circulated by the Director of Institutional Research to all faculty advisors and counselors on or before June 30, 1983.	7b. Summary Rating

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SUMMARY

SDIP EVALUATION

The following questions have been prepared to evaluate specific objectives of the SDIP grant period. Please indicate your level of agreement/disagreement with the statements made by placing an "X" in the spaces provided. Return the completed questionnaire to the Director of Institutional Research.

OBJECTIVE: To have operational a personnel data base and the personnel/payroll and associated systems through a combined effort of the accountant/systems analyst, two systems analysts, and two programmers by September 30, 1983.

	NO OPINION	STRONGLY DISAGREE	DISAGREE	AGREE	STRONGLY AGREE	
1. Essential elements required for administering personel policies are present in system.	II		I	𝍸II	II	80
2. Elements are clearly defined.	II			𝍸IIII	I	82
3. Elements may be added/deleted as needed.	III		I	𝍸	III	82
4. Personnel information may be added or maintained with ease for all employees.	I			𝍸IIII	II	84
5. System provides for fast and accurate input for either personnel or payroll use.	I			𝍸IIII	II	84
6. System insures an audit trail for personnel/payroll actions on any employee.	II			𝍸III	II	84
7. System lends itself to ad hoc reporting.	III		III	𝍸I	I	73
8. Summary information is obtainable.	II			𝍸IIII	I	82

	NO OPINION	STRONGLY DISAGREE	DISAGREE	AGREE	STRONGLY AGREE	
9. Federal personnel reports are contained within the system.	𝍷𝍷		𝍷𝍷	𝍸 𝍷𝍷𝍷		72
10. Reports provided lend themselves to fast and easy analysis of trial runs for payroll.	𝍷		𝍷𝍷	𝍸 𝍷𝍷	𝍷𝍷	76
11. System allows categorizing of employees into groups with similar characteristics.	𝍷			𝍸 𝍷𝍷	𝍷𝍷𝍷𝍷	87
12. Time input for employees is fast and efficient.	𝍷𝍷			𝍸 𝍷𝍷𝍷	𝍷𝍷	84
13. Check, earnings, deduction, and benefits registers provided by the system are useful for other reporting and accounting purposes.	𝍷			𝍸 𝍷𝍷𝍷	𝍷𝍷𝍷	85

Overall = 81

8.1 on 10.0 scale

SUMMARY

SDIP EVALUATION

The following questions have been prepared to evaluate specific objectives of the SDIP grant period. Please indicate your level of agreement/disagreement with the statements made by placing an "X" in the spaces provided. Return the completed questionnaire to the Director of Institutional Research.

OBJECTIVE: To have operational with yearly evaluation, development and maintenance, the policies, procedures and computer systems necessary to husband the resources of the University by June 1, 1983, through a combined effort of the Computer Services staff, accountant/systems analyst, Director of Quality Assurance and the Director of Energy Conservation and Resource Management.

		NO OPINION	STRONGLY DISAGREE	DISAGREE	AGREE	STRONGLY AGREE	
1.	Sufficient data elements are available in the systems to meet the users needs.			𝍷	𝍸𝍷𝍷	𝍷𝍷𝍷	82
2.	Reports are received by users in a timely fashion.			𝍷𝍷	𝍷𝍷𝍷	𝍸𝍷	84
3.	Reports received by users are adequate for reporting to other agencies.	𝍷	𝍷	𝍷	𝍷𝍷𝍷𝍷	𝍷𝍷𝍷𝍷	78
4.	Systems provide users with mechanisms for filling special ad hoc reporting requests.	𝍷𝍷𝍷		𝍷	𝍷𝍷𝍷𝍷	𝍷𝍷𝍷	83
5.	Reports assist users in the detection of errors.				𝍸	𝍸𝍷	91
6.	Errors may be corrected in a timely manner.	𝍷		𝍷	𝍸	𝍷𝍷𝍷𝍷	84
7.	Adequate safequards are built into the systems to detect errors.			𝍷	𝍸	𝍸	85
8.	Adequate safeguards are built into the systems to prevent abuse by unauthorized users.	𝍷		𝍷	𝍸	𝍸	84
9.	Sufficient computer resources are available for users to be able to complete their assigned work.			𝍷	𝍷𝍷𝍷𝍷	𝍸𝍷	87
10.	Computer services staff are competent and helpful in assisting users in adapting to the systems.				𝍷𝍷	𝍸𝍷𝍷𝍷𝍷𝍷	96

Overall Total = 85

SUMMARY

SDIP EVALUATION

The following questions have been prepared to evaluate specific objectives of the SDIP grant period. Please indicate your level of agreement/disagreement with the statements made by placing an "X" in the spaces provided. Return the completed questionnaire to the Director of Institutional Research.

OBJECTIVE: To achieve the capability by the Computer Services staff for refining the student data base, associated computer programs, and systems yearly to meet the demands of the PME process conducted by the top management of the University by June 1, 1983.

	NO OPINION	STRONGLY DISAGREE	DISAGREE	AGREE	STRONGLY AGREE	
1. Reports are received in a timely fashion.				𝍸 ||	𝍸	88
2. Reports received are adequate for reporting to other agencies.	|			𝍸 ||	||||	87
3. Computer services staff members react in a timely and cooperative fashion to requests for modifications to existing systems to meet new needs.			|	||||	𝍸 ||	88
4. Existing hardware lends itself to adaptation required to meet new needs.	|			𝍸 ||	||||	87
5. Existing software contains enough flexibility to allow adaptation for new needs.				𝍸 ||	𝍸	88

Overall = 88

8.8 on 10.0
Scale

SUMMARY

SDIP EVALUATION

The following questions have been prepared to evaluate specific objectives of the SDIP grant period. Please indicate your level of agreement/disagreement with the statements made by placing an "X" in the spaces provided. Return the completed questionnaire to the Director of Institutional Research.

OBJECTIVE: To achieve the capability in the Computer Services staff of refining the financial data base, associated financial computer programs and systems yearly to meet the demands of the PME process conducted by the top management of the University by June 1, 1983.

	NO OPINION	STRONGLY DISAGREE	DISAGREE	AGREE	STRONGLY AGREE	
1. Reports are received in a timely fashion.			𝍷	𝍷𝍷𝍷	𝍸𝍷	98
2. Reports received are adequate for reporting to other agencies.	𝍷𝍷	𝍷	𝍷	𝍸	𝍷𝍷	73
3. Computer services staff members react in a timely and cooperative fashion to requests for modifications to existing systems to meet new needs.				𝍷𝍷𝍷	𝍸𝍷𝍷	94
4. Existing hardware lends itself to adaptation required to meet new needs.	𝍷𝍷			𝍸	𝍷𝍷𝍷	88
5. Existing software contains enough flexibility to allow adaptation for new needs.	𝍷			𝍷𝍷	𝍸𝍷𝍷	96

Overall = 90

9.0 on 10.0 scale

APPENDIX C

ACTIVITY EVALUATION REPORT AND ACTIVITY MONITORING REPORT FOR CAREER BUSINESS AND PROFESSIONAL PROGRAMS, 1980-83

Page 1 of 18 Pages	REPORT 2 - ACTIVITY EVALUATION REPORT STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM	Form approved FEDAC No. 40 App. Exp. 07/80

1. Name of Institution: Austin Peay State University	2. Period Covered: 7/1/80 To: 6/30/81	3. Date Submitted:	4. Activity Title: Expansion of Career Business & Professional Programs

5. Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
5a. Over the SDIP Grant Period: 1. To develop and maintain an educational environment of high quality in which American Assembly of Collegiate Schools of Business (AACSB) standards are met and upward mobile students are able to immediately enter the mainstream of society. (6) 2. To develop and maintain a quality Computer Science degree that will offer upward mobility	**6a. Over the SDIP Grant Period:** 1. The characteristics of the APSU business faculty, library holdings and curriculum requirements of the various options in the College of Business will be compared with standards required for AACSB certification, and a follow-up study to determine the employment of APSU business graduates will be conducted by June 15, 1983.	**7a. Performance Evaluation Measures Rating** 100 criterion measure
5b. Over the SDIP Grant Year: 1. To strengthen the educational tools by placing greater emphasis on the utilization of computers and computer-related software. (6) 2. To provide general upward mobility for underprepared students within the APSU service area	**6b. Over the SDIP Grant Year:** 1. Course syllabi will be rewritten to include greater emphasis on computer utilization, and appropriate software and hardware will be made available to students in various courses. Students will be made aware of the objectives of the courses as they relate to computer usage at the beginning of the course. At the end of the course, students will provide feedback to the instructor on the accomplishment of the objectives and a 50% accomplishment will be achieved by June 15, 1981.	**7b. Summary Rating** 100

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Page 2 of 18 Pages	**REPORT 2 - ACTIVITY EVALUATION REPORT** **STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM**	Form approved FEDAC No. 40 App. Exp. 07/80

1. Name of Institution: Austin Peay State University	**2. Period Covered:** 7/1/80 To: 6/30/81	**3. Date Submitted:**	**4. Activity Title:** Expansion of Career Business & Professional Programs

5. Specific Objectives and Related Institutional Goals	**6. Specific Performance Evaluation Measures**	**7. Level of Achievement**
5a. Over the SDIP Grant Period: to disadvantaged students. (6)	**6a. Over the SDIP Grant Period:** 2. 90% of the graduates of the Computer Science degree programs will express a rating of 8 or better on a 10-point scale of their satisfaction for the upward mobility provided by the completion of the degree when surveyed one year after graduation by the Director of Institutional Research.	**7a. Performance Evaluation Measures Rating** criterion [illegible]
5b. Over the SDIP Grant Year: by expanding existing programs to better prepare disadvantaged students. (6)	**6b. Over the SDIP Grant Year:** 2. Through a refined advisement procedure, a 10% increase in students with low ACT scores in mathematics and/or language skills will be identified and counseled into appropriate developmental courses. The advisor will ascertain satisfactory completion of these courses before advising the student into the regular curriculum by June 15, 198[illegible].	100
3. To provide specific upward mobility for underprepared students within the APSU service area by improving the understanding of types of business communications. (6)	3. To determine student understanding of various types of communications and their function in the business organization, students will be given a pre-test. Weaknesses will be identified and appropriate instruction will be given in business letter writing, report writing, and in oral communications. The	50 **7b. Summary Rating**

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Page 3 of 18 Pages	REPORT 2 - ACTIVITY EVALUATION REPORT STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM	Form approved FEDAC No. 40 App. Exp. 07/80

1. Name of Institution: Austin Peay State University	**2. Period Covered:** 7/1/80 To: 6/30/81	**3. Date Submitted:**	**4. Activity Title:** Expansion of Career Business & Professional Programs

5. Specific Objectives and Related Institutional Goals	**6. Specific Performance Evaluation Measures**	**7. Level of Achievement**
5a. Over the SDIP Grant Period:	**6a. Over the SDIP Grant Period:**	**7a. Performance Evaluation Measures Rating**
5b. Over the SDIP Grant Year:	**6b. Over the SDIP Grant Year:** understanding of these will be measured by a post-test. A 15% increase will occur by June 15, 1981.	criterion [illegible]
4. To provide specific upward mobility for under-prepared students within the APSU service area by developing competency in processing written business communications electronically. (6)	4. The role of modern technology in processing business information will be stressed in the communications courses. Appropriate equipment will be acquired, and students will be given hands-on experience for the development of competency in electronic transcription. A 15% increase in understanding modern technology will occur by June 15, 1981.	criterion [illegible] 100
5. To provide specific upward mobility for under-prepared students within the APSU service area		**7b. Summary Rating** 100

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Page 4 of 18 Pages	REPORT 2 - ACTIVITY EVALUATION REPORT STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM	Form approved FEDAC No. 40 App. Exp. 07/80

1. Name of Institution: Austin Peay State University	2. Period Covered: 7/1/80 To: 6/30/81	3. Date Submitted:	4. Activity Title: Expansion of Career Business & Professional Programs

5. Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
5a. Over the SDIP Grant Period:	6a. Over the SDIP Grant Period:	7a. Performance Evaluation Measures Rating
5b. Over the SDIP Grant Year:	6b. Over the SDIP Grant Year:	
by providing instruction in the use of more technologically sophisticated communications processing equipment than is presently accessible. (6)	5. Word processing equipment will be acquired, and students whose career goal is the development of competency in mechanical transcription will be identified. The curriculum will be revised so that selected courses can be adapted for development of this competency which will provide a 20% increase in understanding in pre- and post-testing by June 15, 1981.	100 criterion measure
6. To provide specific upward mobility for underprepared students within the APSU service area by improving communications training for those preparing themselves for management in business organizations.	6. All students majoring in business-related fields will be required to pass a minimum of one business communications course which will emphasize the types of communications used by middle and executive level managers	100
		7b. Summary Rating 100

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Page 5 of 18 Pages	REPORT 2 - ACTIVITY EVALUATION REPORT STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM	Form approved FEDAC No. 40 App. Exp. 07/80

1. Name of Institution: Austin Peay State University	2. Period Covered: To: 7/1/80 6/30/81	3. Date Submitted:	4. Activity Title: Expansion of Career Business & Professional Programs

5. Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
5a. Over the SDIP Grant Period:	6a. Over the SDIP Grant Period:	7a. Performance Evaluation Measures Rating
5b. Over the SDIP Grant Year:	6b. Over the SDIP Grant Year: in industry and business organizations. Students will be given practice in dictating into mechanical devices characteristic of modern word processing departments by June 15, 1981.	criterion measure
7. To obtain a quality Computer Science staff by June 15, 1981. (6)	7. The chairman of the department housing the Computer Science Program will evaluate the staff as of June 15, 1981, and will express an 80% satisfaction with the faculty evaluation of the computer science personnel.	100
8. To install a PL/I compiler on the VAX computer for use in CSCI 208 by March 30, 1981. (6)	8. Student records of programs complied in April, 1981, will demonstrate the use of the PL/I compiler.	100
		7b. Summary Rating 100

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REPORT 2 - ACTIVITY EVALUATION REPORT
STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM

Form approved
FEDAC No. 40
App. Exp. 07/80

1. Name of Institution: Austin Peay State University
2. Period Covered: 7/1/80 To: 6/30/81
3. Date Submitted:
4. Activity Title: Expansion of Career Business & Professiona
Programs

5. Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
5a. Over the SDIP Grant Period:	6a. Over the SDIP Grant Period:	7a. Performance Evaluation Measures Rating
5b. Over the SDIP Grant Year:	6b. Over the SDIP Grant Year:	
9. To expand the use of computers to other disciplines by June 15, 1981. (6)	9. Two disciplines other than computer science will acknowledge in their annual report the use of computer terminals and programs in their departmental instructors by June 15, 1981.	100
10. To revise and improve the course offerings in Computer Science by June 15, 1982.	10. Departmental proceedings will include the recording and submission of reviews of two computer science courses by June 15, 1981.	100
		7b. Summary Rating 100

overall 85

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REPORT 2 – ACTIVITY EVALUATION REPORT
STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM

Form approved
FEDAC No. 40
App. Exp. 07/80

1. Name of Institution: Austin Peay State University	2. Period Covered: To: 7/1/81 6/30/82	3. Date Submitted:	4. Activity Title: Expansion of Career Business & Professional Programs

5. Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
5a. Over the SDIP Grant Period:	6a. Over the SDIP Grant Period:	7a. Performance Evaluation Measures Rating 75 criterion [illegible]
5b. Over the SDIP Grant Year: 1. To strengthen the educational tools by placing greater emphasis on the utilization of computers and computer-related software. (6)	6b. Over the SDIP Grant Year: 1. Course syllabi will be rewritten to include greater emphasis on computer utilization, and appropriate software and hardware will be made available to students in various courses. Students will be made aware of the objectives of the courses as they relate to computer usage at the beginning of the course. At the end of the course, students will provide feedback to the instructor on the accomplishment of the objectives and a 60% accomplishment will be achieved by June 15, 1982.	7b. Summary Rating 76

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REPORT 2 - ACTIVITY EVALUATION REPORT
STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM

Form approved
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1. Name of Institution: Austin Peay State University	2. Period Covered: 7/1/81 To: 6/30/82	3. Date Submitted:	4. Activity Title: Expansion of Career Business & Professional Programs

5. Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
5a. Over the SDIP Grant Period:	6a. Over the SDIP Grant Period:	7a. Performance Evaluation Measures Rating criterion measure
5b. Over the SDIP Grant Year: 2. To provide general upward mobility for underprepared students within the APSU service area by expanding existing programs to better prepare disadvantaged students. (6)	6b. Over the SDIP Grant Year: 2. Through a refined advisement procedure, a 15% increase in students with low ACT scores in mathematics and/or language skills will be identified and counseled into appropriate developmental courses. The advisor will ascertain satisfactory completion of these courses before advising the student into the regular curriculum by June 15, 1982.	100
3. To provide specific upward mobility for underprepared students within the APSU service area by improving the understanding of types of business communications. (6)	3. To determine student understanding of various types of communications and their function in the business organization, students will be given a pre-test. Weaknessess will be identified and appropriate instructionswill be given in business letter	100 7b. Summary Rating 100

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REPORT 2 - ACTIVITY EVALUATION REPORT
STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM

Form approved
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1. Name of Institution: Austin Peay State University

2. Period Covered: 7/1/81 To: 6/30/82

3. Date Submitted:

4. Activity Title: Expansion of Career Business & Professiona Programs

5. Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
5a. Over the SDIP Grant Period:	6a. Over the SDIP Grant Period:	7a. Performance Evaluation Measures Rating
5b. Over the SDIP Grant Year:	6b. Over the SDIP Grant Year: writing, report writing, and in oral communications. The understanding of these will be measured by a post-test. A 20% increase will occur by June 15, 1982.	criterion measure
4. To provide specific upward mobility for underprepared students within the APSU service area by developing competency in processing written business communications electronically. (6)	4. The role of modern technology in processing business information will be stressed in the communications courses. Appropriate equipment will be acquired, and students will be given hands-on experience for the development of competency in electronic transcription. A 20% increase in understanding modern technology will occur by June 15, 1982.	criterion measure 100
		7b. Summary Rating

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REPORT 2 - ACTIVITY EVALUATION REPORT
STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM

Form approved
FEDAC No. 40
App. Exp. 07/80

1. Name of Institution:	2. Period Covered:	3. Date Submitted:	4. Activity Title:
Austin Peay State University	7/1/81 To: 6/30/82		Expansion of Career Business & Professional Programs

5. Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
5a. Over the SDIP Grant Period:	6a. Over the SDIP Grant Period:	7a. Performance Evaluation Measures Rating
5b. Over the SDIP Grant Year:	6b. Over the SDIP Grant Year:	
5. To provide specific upward mobility for under-prepared students within the APSU service area by providing instruction in the use of more technologically sophisticated communications processing equipment than is presently accessible. (6)	5. Word processing equipment will continue to be used; students whose career goal is the development of competency in mechanical transcription will be identified. The curriculum will be revised so that selected courses can be adapted for development of this competency which will provide a 25% increase in understanding in pre- and post-testing by June 15, 1982.	criterion measure 100
6. To provide specific upward mobility for under-prepared students within the APSU service area by improving communications training for those preparing themselves for management in business organizations.	6. All students majoring in business-related fields will be required to pass a minimum of one business communications course which will emphasize the types of communications used by middle and executive level managers	100
		7b. Summary Rating

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Page 11 of 18 Pages	REPORT 2 - ACTIVITY EVALUATION REPORT STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM		Form approved FEDAC No. 40 App. Exp. 07/80
1. Name of Institution: Austin Peay State University	2. Period Covered: 7/1/81 To: 6/30/82	3. Date Submitted:	4. Activity Title: Expansion of Career Business & Professiona Programs

5. Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
5a. Over the SDIP Grant Period:	6a. Over the SDIP Grant Period:	7a. Performance Evaluation Measures Rating
5b. Over the SDIP Grant Year:	6b. Over the SDIP Grant Year: in industry and business organizations. Students will be given practice in dictating into mechanical devices characteristic of modern word processing departments by June 15, 1982.	
7. To prepare two local user facilities users manuals by March 15, 1982. (6)	7. Departmental proceedings will record the introduction and use of at least two local users manuals by March 15, 1982.	50
8. To purchase VAX equipment to expand the course offerings in the Computer Science Program by June 15, 1982. (6)	8. Invoices will be present in the APSU Business Office for the purchase of computer equipment by the close of the fiscal year.	100.
		7b. Summary Rating 25

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Page 12 of 18 Pages	REPORT 2 - ACTIVITY EVALUATION REPORT STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM	Form approved FEDAC No. 40 App. Exp. 07/80

1. Name of Institution: Austin Peay State University	2. Period Covered: 7/1/81 To: 6/30/82	3. Date Submitted:	4. Activity Title: Expansion of Career Business & Professiona Programs

5. Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
5a. Over the SDIP Grant Period:	6a. Over the SDIP Grant Period:	7a. Performance Evaluation Measures Rating
5b. Over the SDIP Grant Year:	6b. Over the SDIP Grant Year:	
9. To expand the Computer Science activities by involving local interest groups by June 15, 1982. (6)	9. Newspaper articles will indicate the involvement of local interest groups in the computer programs at APSU. Departmental files will contain at least four articles by June 15, 1982.	criterion measure 100
10. To revise and improve the course offerings in Computer Science by June 15, 1982. (6)	10. Course revisions will be recorded in the Academic Affairs Office and will occur in the APSU catalogue of course offerings.	100
		7b. Summary Rating 100

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Total 92.5%

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REPORT 2 - ACTIVITY EVALUATION REPORT
STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM

Form approved
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App. Exp. 07/80

1. Name of Institution: Austin Peay State University

2. Period Covered: 7/1/82 **To:** 6/30/83

3. Date Submitted:

4. Activity Title: Expansion of Career Business & Profession Programs

5. Specific Objectives and Related Institutional Goals	**6. Specific Performance Evaluation Measures**	**7. Level of Achievement**
5a. Over the SDIP Grant Period:	**6a. Over the SDIP Grant Period:**	**7a. Performance Evaluation Measures Rating**
5b. Over the SDIP Grant Year: 1. To strengthen the educational tools by placing greater emphasis on the utilization of computers and computer-related software. (6)	**6b. Over the SDIP Grant Year:** 1. Course syllabi will be rewritten to include greater emphasis on computer utilization, and appropriate software and hardware will be made available to students in various courses. Students will be made aware of the objectives of the courses as they relate to computer usage at the beginning of the course. At the end of the course, students will provide feedback to the instructor on the accomplishment of the objectives and a 70% accomplishment will be achieved by June 15, 1983.	McQueen + McMann criterion measure
		7b. Summary Rating

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REPORT 2 - ACTIVITY EVALUATION REPORT
STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM

Form approved
FEDAC No. 40
App. Exp. 07/80

1. Name of Institution: Austin Peay State University	2. Period Covered: 7/1/82 To: 6/30/83	3. Date Submitted:	4. Activity Title: Expansion of Career Business & Professiona Programs

5. Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
5a. Over the SDIP Grant Period:	6a. Over the SDIP Grant Period:	7a. Performance Evaluation Measures Rating see Res. Studies criterion measure Dr. McQueen
5b. Over the SDIP Grant Year: 2. To provide general upward mobility for underprepared students within the APSU service area by expanding existing programs to better prepare disadvantaged students. (6) 3. To provide specific upward mobility for underprepared students within the APSU service area by improving the understanding of types of business communications. (6)	6b. Over the SDIP Grant Year: 2. Through a refined advisement procedure, a 20% increase in students with low ACT scores in mathematics and/or language skills will be identified and counseled into appropriate developmental courses. The advisor will ascertain satisfactory completion of these courses before advising the student into the regular curriculum by June 15, 1983. 3. To determine student understanding of various types of communications and their function in the business organization, students will be given a pre-test. Weaknessess will be identified and appropriate instructions will be given in business	7b. Summary Rating

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Page 15 of 18 Pages	REPORT 2 - ACTIVITY EVALUATION REPORT STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM	Form approved FEDAC No. 40 App. Exp. 07/80

1. Name of Institution: Austin Peay State University	2. Period Covered: To: 7/1/82 6/30/83	3. Date Submitted:	4. Activity Title: Expansion of Career Business & Profession Programs

5. Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
5a. Over the SDIP Grant Period:	6a. Over the SDIP Grant Period:	7a. Performance Evaluation Measures Rating
5b. Over the SDIP Grant Year:	6b. Over the SDIP Grant Year: letter writing, report writing, and in oral communications. The understanding of these will be measured by a post-test. A 25% increase will occur by June 15, 1983.	criterion measure
4. To provide specific upward mobility for under-prepared students within the APSU service area by developing competency in processing written business communications electronically. (6)	4. The role of modern technology in processing business information will be stressed in the communications courses. Appropriate equipment will be acquired, and students will be given hands-on experience for the development of competency in electronic transcription. A 25% increase in understanding modern technology will occur by June 15, 1983.	criterion measure
		7b. Summary Rating

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REPORT 2 - ACTIVITY EVALUATION REPORT
STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM

Form approved
FEDAC No. 40
App. Exp. 07/80

1. Name of Institution: Austin Peay State University	2. Period Covered: 7/1/82 To: 6/30/83	3. Date Submitted:	4. Activity Title: Expansion of Career Business & Professional Programs

5. Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
5a. Over the SDIP Grant Period:	6a. Over the SDIP Grant Period:	7a. Performance Evaluation Measures Rating
5b. Over the SDIP Grant Year:	6b. Over the SDIP Grant Year:	Dr. McQueen chm Bus. Ed.
5. To provide specific upward mobility for under-prepared students within the APSU service area by providing instruction in the use of more technologically sophisticated communications processing equipment than is presently accessible. (6)	5. Word processing equipment will continue to be used; students whose career goal is the development of competency in mechanical transcription will be identified. The curriculum will be revised so that selected courses can be adapted for development of this competency which will provide a 30% increase in understanding in pre- and post-testing by June 15, 1983.	criterion measure
6. To provide specific upward mobility for under-prepared students within the APSU service area by improving communications training for those preparing themselves for management in business organizations. (6)	6. All students majoring in business-related fields will be required to pass a minimum of one business communications course which will emphasize the types of communications used by middle and executive level managers in industry and business	criterion measure
		7b. Summary Rating

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Have 9 display writers now. May be 1 yr away from revision to acquire keyboard exp. in the curr.

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REPORT 2 - ACTIVITY EVALUATION REPORT
STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM

Form approved
FEDAC No. 40
App. Exp. 07/80

1. Name of Institution: Austin Peay State University

2. Period Covered: 7/1/82 To: 6/30/83

3. Date Submitted:

4. Activity Title: Expansion of Career Business & Professiona Programs

5. Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
5a. Over the SDIP Grant Period:	6a. Over the SDIP Grant Period:	7a. Performance Evaluation Measures Rating
5b. Over the SDIP Grant Year:	6b. Over the SDIP Grant Year: organizations. Students will be given practice in dictating into mechanical devices characteristic of modern word processing departments by June 15, 1983.	
✓ 7. To review and revise Computer Science course offerings by June 15, 1983. (6)	7. By June 15, 1983, the catalogue will carry a complete revision of the courses carried in the 1980 catalogue.	computer Sci. in A.+S.
✓ 8. To install additional equipment to expand the learning opportunities of Computer Science students by June 15, 1983. (6) Terminals added (4) in C. of B. and some in A.+S.	8. Departmental proceedings will contain a record of the study of the equipment needed to expand the instructional opportunities, and invoices housed in the Business Office will demonstrate the purchase of the needed equipment.	7b. Summary Rating

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REPORT 2 - ACTIVITY EVALUATION REPORT
STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM

Form approved
FEDAC No. 40
App. Exp. 07/80

1. Name of Institution: Austin Peay State University

2. Period Covered: 7/1/82 **To:** 6/30/83

3. Date Submitted:

4. Activity Title: Expansion of Career Business & Professional Programs

5. Specific Objectives and Related Institutional Goals	**6. Specific Performance Evaluation Measures**	**7. Level of Achievement**
5a. Over the SDIP Grant Period:	**6a. Over the SDIP Grant Period:**	**7a. Performance Evaluation Measures Rating**
5b. Over the SDIP Grant Year: 9. To expand the Computer Science Program to attract the interest of local groups by June 15, 1983. (6)	**6b. Over the SDIP Grant Year:** 9. Records in the local newspaper will continue to record at least four articles per year regarding local interest in the Computer Science Program at APSU by June 15, 1983.	
		7b. Summary Rating

OE Form 1049-2 (7/79)

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REPORT 1 - ACTIVITY MONITORING REPORT
STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM

Form approved
FEDAC No. 40
App. Exp. 07/80

1. Name of Institution: Austin Peay State University

2. Period Covered: 7/1/80 To: 6/31/81

3. Date Submitted:

4. Activity Title: Expansion of Career Business & Professional Programs

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5. Activity Milestones (List activity milestones in col. 5b. Identify milestones conducted in cooperation with an assisting institution or agency by placing an * in col. 5a.) 5a	5b	6. Scheduled Completion Period 1	2	3	4	7. Results
	Department Chairpersons review objectives, milestones, and goals with SDIP Coordinator (5b1,2,3,4,5,6)	▲				
	Job description prepared for new employee and published in media (5b1,2,6)	▲				
	Advertise vacancy for a new faculty position in Computer Science (5b7)	△				
	Advertise vacancy for new faculty position in Information Systems (5B7)	▲				
	Advertise to fill vacant position of VAX systems manager. (5b7)	△				
	Applicants interviewed, evaluated, and employed (5b1,2,6)					
	A representative of the Accounting Department will attend the American Accounting Association meeting (5b1)	△				Family problems and personal illness prevented representative who had planned to attend from going.
	Department Chairpersons and SDIP Coordinator conduct workshop for the faculty and staff, reviewing SDIP plans (5b1,2,3,4,5,6)	▲				
*	Assisting agency conducts formative evaluation of program to date, making recommendations and supplying alternate plans (5b1,2,3,4,5,6)		△			

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OE Form 1049-2 (7/79) LEGEND (to be entered in appropriate Quarter) △ represents planned milestone activity; ▲ = completed milestones. △ - - - △ or △ - - > represents rescheduled milestones

Page 2 of 14 Pages	REPORT 1 - ACTIVITY MONITORING REPORT STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM	Form approved FEDAC No. 40 App. Exp. 07/80

1. Name of Institution: Austin Peay State University	2. Period Covered: 7/1/80 To: 6/30/81	3. Date Submitted:	4. Activity Title: Expansion of Career Business & Professi Programs

5. Activity [illegible] (List activity [illegible] in col. 5b. Identify milestones [illegible] in [illegible] with a [illegible] institution or agency by placing an * in col. 5a.) 5a	5b	6. Scheduled Completion Period 1	2	3	4	7. Remarks
	Department Chairpersons and SDIP Coordinator review evaluation and concentrate on unmet milestones (5b1,2,3,4,5,6)		▲			
	A department chairperson and faculty member will attend the Southern Business Administration meeting (5b3,4,5,6)		▲			
	Establish on-line student advising system for Computer Science & Information Systems majors (5b9)		△			
	Open microcomputer laboratory facilities in LB 1 for student use (5b9)		▲			
	Integrate microcomputer laboratory into the syllabus of CSCI 340 (5b9)		△			
	Write and print a local facilities (5b10) users manual for students in CSCI 101		△			
	Review applicants for VAX systems manager position. Interview and fill position (5b7)		▲			
	Committee reports on curriculum status by department (5b1,2)		▲			
	Committee reports on status of faculty credentials (5b2,5,6)		▲			
	Committee reports on status of core and interdisciplinary program (5b1,2)		▲			
	Mid-year report preparation begun by department chairpersons (5b1,2,3,4,5,6)		▲			

DEC [illegible]
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(7/79)

Page 3 of 14 Pages	REPORT 1 - ACTIVITY MONITORING REPORT STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM	Form approved FEDAC No. 40 App. Exp. 07/80

1. Name of Institution:	2. Period Covered:	3. Date Submitted:	4. Activity Title:
Austin Peay State University	7/1/80 To: 6/30/81		Expansion of Career Business & Professional Programs

5. Activity Milestones (List activity milestones in col. 5b. Identify milestones undertaken in cooperation with an existing institution or agency by placing an * in col. 5a.)		6. Scheduled Completion Period				7. Remarks
5a	5b	1	2	3	4	
	Write and print local facilities users manual for students in CSCI 102 (5b10)			△		
	Department Chairpersons prepare Year II plans, milestones, and budgets for SDIP Coordinator (5b1,2,3,4,5,6)			▲		
	Activity coordinator and SDIP Coordinator present budgets at University budget hearings (5b1,2,3,4,5,6)			△		
	A department chairperson and faculty member will attend the Southeastern AIDS meeting (5b2,3,6,)			▲		
	Department Chairpersons and faculty members will attend the Southwest Federation of Administrative Disciplines (5b2,3,6)			▲		
	Department Chairpersons and internal evaluator conduct internal evaluation of progress to date (5b1,2,3,4,5,6)				△	
	A department chairperson and faculty members will attend the NBEA meeting to be held in New Orleans (5b4,5,6)				△	
	department chairperson and faculty mber will attend the AACSB workshop (5b2,3,6)				△	

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/79)

Page 4 of 14 Pages	REPORT 1 - ACTIVITY MONITORING REPORT STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM	Form approved FEDAC No. 40 App. Exp. 07/80

1. Name of Institution: Austin Peay State University	**2. Period Covered:** 7/1/80 To: 6/30/81	**3. Date Submitted:**	**4. Activity Title:** Expansion of Career Business & Professional Programs

5. Activity Milestones (List activity milestones in col. 5b. Identify milestones undertaken in cooperation with an assisting institution or agency by placing an * in col. 5a.) 5a	5b	**6. Scheduled Completion Period** 1	2	3	4	**7. Remarks**
	A department chairperson and faculty member will attend the American Accounting Association meeting (5b1,5)				▲	
*	Assisting agency conducts formative evaluation (5b1,2,3,4,5,6)				△	
	Fill Computer Science faculty position for Fall, 1981. (5b7)				△	
	Fill Information Systems faculty position for Fall, 1981 (5b7)					
	Integrate microcomputer laboratory into course syllabus for CSCI 311 (5b9)				△	
	Review and revise the Information Systems curriculum (5b10)				△	Under study with recommendations for change being prepared
	Write and print local facilities users manual for students in CSCI 208 (5b10)				△	
	External evaluators perform summative evaluation on program (5b1,2,3,4,5,6)				△	
	Activity coordinator submits Year I final reports to SDIP Coordinator and plans and budgets for Year II (5b1,2,3,4,5,6)				△	

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REPORT 1 - ACTIVITY MONITORING REPORT
STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM

Form approved
FEDAC No. 40
App. Exp. 07/80

1. Name of Institution: Austin Peay State University

2. Period Covered: 7/1/81 **To:** 6/30/82

3. Date Submitted:

4. Activity Title: Expansion of Career Business & Professional Programs

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5. Activity Milestones (List activity milestones in col. 5b. Identify milestones undertaken in cooperation with an assisting institution or agency by placing an * in col. 5a.)		**6. Scheduled Completion Period**				**7. Remarks**
5a	**5b**	**1**	**2**	**3**	**4**	
	Department Chairpersons review objectives, milestones, and goals with SDIP Coordinator (5b1,2,3,4,5,6)	▲				
	Job description prepared for new employee and published in media (5b1,2,6)	▲				
	Review and revise Computer Science curriculum as needed (5b10)	△				
	Write and print local facilities users manual for students in CSCI 206 (5b7)	△				
	Applicants interviewed, evaluated, and employed (5b1,2,6)	▲				Were not able to attract any qualified applicants with our advertising for Accounting Econ. only.
	A representative of the Accounting Department will attend the American Accounting Association meeting (5b1)	▲				
	Department Chairpersons and SDIP Coordinator conduct workshop for the faculty and staff, reviewing SDIP plans (5b1,2,3,4,5,6)	▲				
*	Assisting agency conducts formative evaluation of program to date, making recommendations and supplying alternate plans (5b1,2,3,4,5,6)		△			
	rocure and install off-line floppy disk orage facility for student use (5b8)		△			

orm 1049-2 **LEGEND:** (to be entered in appropriate Quarter) △ represents planned milestone activity; ▲ = completed milestones; △ - - - △ or △ - - -> represents rescheduled milestones
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REPORT 1 - ACTIVITY MONITORING REPORT
STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM

Form approved
FEDAC No. 40
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1. Name of Institution: Austin Peay State University

2. Period Covered: 7/1/81 **To:** 6/30/82

3. Date Submitted:

4. Activity Title: Expansion of Career Business & Professional Programs

5. Activity Milestones (List activity milestones in col. 5b. Identify milestones undertaken in cooperation with an assisting institution or agency by placing an * in col. 5a.) 5a	5b	**6. Scheduled Completion Period** 1	2	3	4	**7. Remarks**
	Write and print local users manual for students in CSCI 230 (5b7)		△			
	Investigate availability of GPSS system for use on the VAX in CSCI 420 (5b10)		△			
	Initiate planning for Computer Open House for local area high school students (5b9)		△			
	Department Chairpersons and SDIP Coordinator review evaluation and concentrate on unmet milestones (5b1,2,3 4,5,6)		▲			
	A department chairperson and faculty member will attend the Southern Business Administration meeting (5b3,4,5,6)		▲			
	Committee reports on curriculum status by department (5b1,2)		▲			
	Committee reports on status of faculty credentials (5b2,5,6)		▲			
	Committee reports on status of core and interdisciplinary program (5b1,2)		▲			
	Mid-year report preparation begun by department chairpersons (5b1,2,3,4,5,6)		▲			
	Activity coordinator conducts internal evaluation and completes report of activity progress for submission to the SDIP Coordinator (5b1,2,3,4,5,6)			△		

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REPORT 1 - ACTIVITY MONITORING REPORT
STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM

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1. Name of Institution: Austin Peay State University

2. Period Covered: 7/1/81 **To:** 6/30/82

3. Date Submitted:

4. Activity Title: Expansion of Career Business & Professional Programs

5. Activity Milestones (List activity milestones in col. 5b. Identify milestones undertaken in cooperation with an assisting institution or agency by placing an * in col. 5a.) 5a	5b	**6. Scheduled Completion Period** 1	2	3	4	**7. Remarks**
	Integrate microcomputer laboratory into the course syllabus for CSCI 341 (5b10)			△		
	Investigate the feasibility of obtaining local area business cooperation in establishing a summer Computer Science internship program for upper level students (5b9)			△		
	Procure and install two additional terminals in student terminal room, CL 232 (5b8)			△		
	Write and print local facilities users manual for students in CSCI 205 (5b7)			△		
	Integrate GPSS into course syllabus for CSCI 420 (5b10)			△		
	Investigate procurement of new disk drive (RP06) on the VAX (5b10)			△		
*	Assisting agency conducts formative evaluation making recommendations providing support information and other recommendations (5b1,2,3,4,5,6)			△		
	A department chairperson and faculty members will attend the Mid-South Academy of Economists meeting (5b1,2)				▲	

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7/79 ( )

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Page 8 of 14 Pages	REPORT 1 - ACTIVITY MONITORING REPORT STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM	Form approved FEDAC No. 40 App. Exp. 07/80

1. Name of Institution: Austin Peay State University	2. Period Covered: 7/1/81 To: 6/30/82	3. Date Submitted:	4. Activity Title: Expansion of Career Business & Professional Programs

5. Activity Milestones (List activity milestones in col. 5b. Identify milestones undertaken in cooperation with an assisting institution or agency by placing an * in col. 5a.) 5a	5b	6. Scheduled Completion Period 1	2	3	4	7. Remarks
	Department Chairpersons prepare Year III plans, milestones, and budgets for SDIP Coordinator (5b1,2,3,4,5,6)				▲	
	Activity coordinator and SDIP Coordinator present budgets at University budget hearings (5b1,2,3,4,5,6)				▲	
	A department chairperson and faculty member will attend the Southeastern AIDS meeting (5b2,3,6)				△	Not completed; lack of travel funds
	Department Chairpersons and faculty members will attend the Southwest Federation of Administrative Disciplines (5b2,3,6)				▲	
	Integrate microcomputer laboratory into course syllabus for CSCI 410 (5b10)				△	Delayed one year due to equipment failure problems
	Install new disk drive on the VAX (5b8)				▲	
	Host Computer Open House for area high school students (5b9)				▲	
	Implement summer internship program (5b10)				△	Delayed one year due to poor economic conditions
	Department Chairpersons and internal evaluator conduct internal evaluation of progress to date (5b1,2,3,4,5,6)				▲	

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REPORT 1 - ACTIVITY MONITORING REPORT
STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM

Form approved
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1. Name of Institution:	2. Period Covered:	3. Date Submitted:	4. Activity Title:
Austin Peay State University	7/1/81 To: 6/30/82		Expansion of Career Business & Professional Programs

5. Activity Milestones (List activity milestones in col. 5b. Identify milestones undertaken in cooperation with an assisting institution or agency by placing an * in col. 5a.) 5a	5b	6. Scheduled Completion Period 1	2	3	4	7. Remarks
	A department chairperson and faculty members will attend the NBEA meeting to be held in New Orleans (5b4,5,6)				▲	This was done in April, 1981
	A department chairperson and faculty member will attend the AACSB workshop (5b2,3,6)				△	
	A department chairperson and faculty member will attend the American Accounting Association meeting (5b1,5)				▲	
*	Assisting agency conducts formative evaluation (5b1,2,3,4,5,6)				△	
	External evaluators perform summative evaluation on program (5b1,2,3,4,5,6)				△	
	Activity coordinator submits Year II final reports to SDIP Coordinator and plans and budgets for Year III (5b1,2,3,4,5,6)				△	

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REPORT 1 - ACTIVITY MONITORING REPORT
STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM

Form approved
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1. Name of Institution: Austin Peay State University

2. Period Covered: 7/1/82 **To:** 6/30/83

3. Date Submitted:

4. Activity Title: Expansion of Career Business & Profession Programs

5. Activity Milestones (List activity milestones in col. 6b. Identify milestones undertaken in cooperation with an assisting institution or agency by placing an * in col. 6a.)		**6. Scheduled Completion Period**				**7. Remarks**
5a	6b	1	2	3	4	
	Department Chairpersons review objectives, milestones, and goals with SDIP Coordinator (5b1,2,3,4,5,6)	▲				
	Job description prepared for new employee and published in media (5b1,2,6)	▲				
	Review and revise Computer Science curriculum as needed (5b7)	▲				
	Investigate procurement of a plotter for installation on the VAX (5b8)	▲				
	Applicants interviewed, evaluated, and employed (5b1,2,6)	▲				
	Investigate the procurement of real time color video graphics for installation in the microcomputer laboratory (5b8)	▲				
	Investigate the need for additional faculty in the Computer Science and Information Systems programs (5b7)	▲				
	Investigate the procurement of optical scanning equipment for use on the VAX (5b8)	▲				
	A representative of the Accounting Department will attend the American Accounting Association meeting (5b1)	△ —	—	▲		[illegible] 4 attended Southeast Section

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REPORT 1 - ACTIVITY MONITORING REPORT
STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM

Form approved
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1. Name of Institution: Austin Peay State University	**2. Period Covered:** 7/1/82 **To:** 6/30/83	**3. Date Submitted:**	**4. Activity Title:** Expansion of Career Business & Professional Programs

5. Activity Milestones (List activity milestones in col. 5b. Identify milestones undertaken in cooperation with an assisting institution or agency by placing an * in col. 5a.)		**6. Scheduled Completion Period**				**7. Remarks**
5a	**5b**	**1**	**2**	**3**	**4**	
	Department Chairpersons and SDIP Coordinator conduct workshop for the faculty and staff, reviewing SDIP plans (5b1,2,3,4,5,6)	▲				
	Assisting agency conducts formative evaluation of program to date, making recommendations and supplying alternate plans (5b1,2,3,4,5,6)		△			
	Department Chairpersons and SDIP Coordinator review evaluation and concentrate on unmet milestones (5b1,2,3,4, 5,6		△			
	A department chairperson and faculty member will attend the Southern Business Administration meeting (5b[illegible]		▲			
	Committee reports on curriculum status by department (5b1,2)		△			
	Committee reports on status of faculty credentials (5b2,5,6)		▲			
	Committee reports on status of core and interdisciplinary program (5b1,2)		▲			
	Mid-year report preparation begun by department chairpersons (5b1,2,3,4,5,6)		▲			
	Activity coordinator conducts internal evaluation and completes report of activity progress for submission to the SDIP Coordinator (5b1,2,3,4,5,6)			▲		

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1. Name of Institution: Austin Peay State University	**2. Period Covered:** 7/1/82 **To:** 6/30/83	**3. Date Submitted:**	**4. Activity Title:** Expansion of Career Business & Professiona Programs

5. Activity Milestones (List activity milestones in col. 5b. Identify milestones undertaken in cooperation with an assisting institution or agency by placing an * in col. 5a.)		**6. Scheduled Completion Period**				**7. Remarks**
5a	5b	1	2	3	4	
	Install two additional terminals in the student terminal room, CL 232 (5b8)			▲		
	Procure and install plotter (5b8)			▲		
	Procure and install video graphics system in microcomputer laboratory (5b8)			▲		
	Procure and install optical scanning equipment (5b8)			▲		
	Develop new course in Computer Graphics (5b7)			△ →	▲	COURSE NOT APPROVE. DEC PROVIDED 5 GIGI TERMINALS. COURSE IS DEVELOPED
*	Assisting agency conducts formative evaluation making recommendations providing support information and other recommendations (5b1,2,3,4,5,6)			N/A ~~△~~		
	A department chairperson and faculty members will attend the Mid-South Academy of Economists meeting (5b1,2)			▲ ▲		
	Department Chairpersons prepare plans milestones, and budgets to continue the CBSPP (5b1,2,3,4,5,6)			△ →	▲	Fourth GTI Request
	Activity coordinator, Dean, and department chairpersons present budgets at University budget hearings (5b1,2,3,4,5,6)			△ →	▲	Fourth GTI Request

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1. Name of Institution: Austin Peay State University	**2. Period Covered:** 7/1/82 **To:** 6/30/83	**3. Date Submitted:**	**4. Activity Title:** Expansion of Career Business & Professional Programs

5. Activity Milestones (List activity milestones in col. 5b. Identify milestones undertaken in cooperation with an assisting institution or agency by placing an * in col. 5a.) 5a	5b	**6. Scheduled Completion Period** 1	2	3	4	**7. Remarks**
	A department chairperson and faculty member will attend the Southeastern AIDS meeting (5b2,3,6)				△	[illegible] meeting (not [illegible]
	Department Chairpersons and faculty members will attend the Southwest Federation of Administrative Disciplines (5b2,3,6)				▲	~~[illegible]~~
	Department Chairpersons and internal evaluator conduct internal evaluation of progress to date (5b1,2,3,4,5,6)				▲	
	A department chairperson and faculty members will attend the NBEA meeting to be held in New Orleans (5b4,5,6)				▲	
	A department chairperson and faculty member will attend the AACSB workshop (5b2,3,6)				△	[illegible]
	Host Computer Open House (5b9)				▲	
	Pursue second year of summer internship program (5b7)				▲	
	Review and revise curriculum as needed for Computer Science (5b7)				▲	
	A department chairperson and faculty member will attend the American				△	

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REPORT 1 - ACTIVITY MONITORING REPORT
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2. Period Covered: 7/1/82 **To:** 6/30/83

3. Date Submitted:

4. Activity Title: Expansion of Career Business & Professional Programs

5. Activity Milestones (List activity milestones in col. 5b. Identify milestones undertaken in cooperation with an assisting institution or agency by placing an * in col. 5a.)		**6. Scheduled Completion Period**				**7. Remarks**
5a	**5b**	**1**	**2**	**3**	**4**	
	Accounting Association meeting (5b1,5)				△	
*	Assisting agency conducts formative evaluation (5b1,2,3,4,5,6)					
	External evaluators perform summative evaluation on program (5b1,2,3,4,5.6)				▲	
	Activity coordinator submits Year III final reports to SDIP Coordinator and plans and budgets to continue the CB& P Program (5b1,2,3,4,5,6)				▲	
	Assist in the preparation of the final technical report (5b1,2,3,4,5,6)				▲	

100

OE Form 1049-2 (7/79) LEGEND (to be entered in appropriate Quarter) △ represents planned milestone activity; ▲ = completed milestones; △ - - - △ or △ - - -> represents rescheduled milestones

BEST COPY AVAILABLE

APPENDIX D

ACTIVITY EVALUATION REPORT FOR THE MULTI-SERVICE CAREER DEVELOPMENTAL PROGRAM, 1980-83, JOB PLACEMENT MANUAL, AND 1983 DIRECTORY OF TEACHER EDUCATION GRADUATES

Page 1 of 17 Pages

REPORT 2 - ACTIVITY EVALUATION REPORT
STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM

Form approved
FEDAC No. 40
App. Exp. 07/80

1. Name of Institution: Austin Peay State University	**2. Period Covered:** 7/1/80 **To:** 6/30/81	**3. Date Submitted:**	**4. Activity Title:** Improvement of a Multi-Service Career Development Program

5. Specific Objectives and Related Institutional Goals	**6. Specific Performance Evaluation Measures**	**7. Level of Achievement**
5a. Over the SDIP Grant Period:	**6a. Over the SDIP Grant Period:**	**7a. Performance Evaluation Measures Rating**
1. To provide academic support services through testing and test interpretations to over 9,000 "upward mobile" individuals by June 15, 1983.	1. The logs of students tested at the APSU Testing Center will indicate over 9,000 individuals have completed one or more tests by June 15, 1983.	100
2. To provide effective Placement Services to over 95% of all graduating seniors by June 15, 1983.	2. Graduating seniors surveyed by the Director of Institutional Research will indicate at least 95% utilized the services of the Placement Center with an 85% expressed satisfaction with service by June 15, 1983.	70%
5b. Over the SDIP Grant Year:	**6b. Over the SDIP Grant Year:**	
1. To coordinate the flow of information to inform all APSU students of the services available to them through the Office of Placement Services. (4, 10)	1. Meeting with new students during "Orientation Week;" writing letters to all students describing the services available through the Office of Placement Services; utilizing the campus newspaper--"The All State;" and scheduling meetings with campus clubs, faculty, and student groups.	100%
2. To provide Placement Services to 90% of the seniors by August, 1981. (4-10a)	2. An August review of the Placement files will indicate the percentage of students requesting Placement Services.	70%
3. To reprint and distribute Job Placement Manuals to seniors and new faculty during the Fall Quarter. (4-10a)	3. Records from the APSU Admissions Office and Personnel Office will provide an accurate list of seniors and new faculty. The Job Placement Manuals will be reprinted during the summer and will be distributed to the groups described above at the beginning of each Fall Quarter.	**7b. Summary Rating** 100%

OE Form 1049-2 (7/79)

Page 2 of 17 Pages

REPORT 2 - ACTIVITY EVALUATION REPORT
STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM

Form approved
FEDAC No. 40
App. Exp. 07/80

1. Name of Institution: Austin Peay State University	2. Period Covered: 7/1/80 To: 6/30/81	3. Date Submitted:	4. Activity Title: Improvement of a Multi-Service Career Development Program

5. Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
5a. Over the SDIP Grant Period:	6a. Over the SDIP Grant Period:	7a. Performance Evaluation Measures Rating
5b. Over the SDIP Grant Year:	6b. Over the SDIP Grant Year:	
4. To attract a wider variety of representation of business, industry, education, and other occupational groups to the campus for the purpose of recruiting students. (4-10a)	4. Letters will be written to members of the local area Chamber of Commerce members, news releases and public service radio announcements will be prepared for area radio stations, and prospective employers identified through the College Placement Annual, faculty and student requests, and through numerous other sources will be contacted.	100%
5. To stay abreast of current trends in career opportunities (4-10a)	5. Staff members will hold membership in local and regional Placement organizations; such as--Tennessee College Placement Association, Southern College Placement Council, and the College Placement Council. They will also be encouraged to attend meetings	100%
		7b. Summary Rating

OE Form 1049-2 (7/79)

Page 3 of 17 Pages	REPORT 2 - ACTIVITY EVALUATION REPORT STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM	Form approved FEDAC No. 40 App. Exp. 07/80

1. Name of Institution: Austin Peay State University	2. Period Covered: 7/1/80 To: 6/30/81	3. Date Submitted:	4. Activity Title: Improvement of a Multi-Service Career Development Program

5. Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
5a. Over the SDIP Grant Period:	6a. Over the SDIP Grant Period:	7a. Performance Evaluation Measures Rating
5b. Over the SDIP Grant Year:	6b. Over the SDIP Grant Year: sponsored by these organizations and to visit the Placement operations of other area universities.	100%
6. To conduct a follow-up study of graduates each year. (4-10a)	6. In September of each year, a follow-up survey form will be mailed to all students graduating during the previous academic year.	100%
7. To publish a Directory of Teacher Certified Graduates for distribution to all Tennessee and nearby Kentucky school system. (4-10a)	7. This directory, containing the names, addresses, and areas of certification of teacher certified graduates will be printed and mailed in June of each year.	100%
		7b. Summary Rating

OE Form 1049-2 (7/79)

Page 4 of 17 Pages	REPORT 2 - ACTIVITY EVALUATION REPORT STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM	Form approved FEDAC No. 40 App. Exp. 07/80

1. Name of Institution: Austin Peay State University	2. Period Covered: 7/1/80 To 6/30/81	3. Date Submitted:	4. Activity Title: Improvement of a Multi-Service Career Development Program

5. Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
5a. Over the SDIP Grant Period:	6a. Over the SDIP Grant Period:	7a. Performance Evaluation Measures Rating
5b. Over the SDIP Grant Year:	6b. Over the SDIP Grant Year:	
8. To plan a "Career Day" to be held each Spring Quarter. (4-10a)	8. A minimum of 100 prospective employers from all phases of business, education, industry, and government will be invited to participate.	100%
9. To conduct a minimum of one "Job Seeking Skills Seminar" each quarter. (4-10a)	9. Seminars will be scheduled each quarter and will be open to all APSU students and alumni.	100%
10. To evaluate the effectiveness of the Placement Program (4-10a)	10. Information will be collected from the graduate follow-up survey forms, faculty questionnaires and Placement Committee visitation.	90%
		7b. Summary Rating

OE Form 1049-2 (7/79)

Page 5 of 17 Pages	REPORT 2 - ACTIVITY EVALUATION REPORT STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM	Form approved FEDAC No. 40 App. Exp. 07/80

1. Name of Institution: Austin Peay State University	2. Period Covered: 7/1/80 To: 6/30/81	3. Date Submitted:	4. Activity Title: Improvement of a Multi-Service Career Development Program

5. Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
5a. Over the SDIP Grant Period:	6a. Over the SDIP Grant Period:	7a. Performance Evaluation Measures Rating
5b. Over the SDIP Grant Year:	6b. Over the SDIP Grant Year:	
11. To test 3,000 individuals, maintaining the current level of services. (11)	11. The testing logs of the Center will indicate a total of over 3,000 students have availed themselves to one or more testing opportunities at the Center by June 15, 1981.	100
12. To provide academic support services for 300 individuals. (12)	12. A survey of the students at APSU by the Director of Institutional Research will indicate by forms returned that over 300 individual students responded that they had received academic support services by June 15, 1981.	100
13. To write an annual Testing Center report. (13)	13. The SDIP Coordinator and the Vice President for Student Services will have recorded receipt of an acceptable annual Testing Center report.	7b. Summary Rating

OE Form 1049-2 (7/79)

Page 6 of 17 Pages	REPORT 2 - ACTIVITY EVALUATION REPORT STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM	Form approved FEDAC No. 40 App. Exp. 07/80

1. Name of Institution: Austin Peay State University	2. Period Covered: To: 7/1/81 6/30/82	3. Date Submitted:	4. Activity Title: Improvement of a Multi-Service Career Development Program

5. Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
5a. Over the SDIP Grant Period:	6a. Over the SDIP Grant Period:	7a. Performance Evaluation Measures Rating
5b. Over the SDIP Grant Year:	6b. Over the SDIP Grant Year:	
1. To coordinate the flow of information to inform all APSU students of the services available to them through the Office of Placement Services. (4-10)	1. Meeting with new students during "Orientation Week;" writing letters to all students describing the services available through the Office of Placement Services; utilizing the campus newspaper--"The All State;" and scheduling meetings with campus clubs, faculty, and student groups.	100%
2. To provide Placement Services to 90% of the seniors by August, 1982. (4-10a)	2. An August review of the Placement files will indicate the percentage of students requesting Placement Services.	70%
3. To reprint and distribute Job Placement Manuals to seniors and new faculty during the Fall Quarter. (4-10a)	3. Records from the APSU Admissions Office and Personnel Office will provide an accurate list of seniors and new faculty. The Job Placement Manuals will be reprinted	7b. Summary Rating

OE Form 1049-2 (7/79)

Page 7 of 17 Pages	REPORT 2 - ACTIVITY EVALUATION REPORT STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM	Form approved FEDAC No. 40 App. Exp. 07/80

1. Name of Institution: Austin Peay State University	2. Period Covered: 7/1/81 To: 6/30/82	3. Date Submitted:	4. Activity Title: Improvement of a Multi-Service Career Development Program

5. Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
5a. Over the SDIP Grant Period:	6a. Over the SDIP Grant Period:	7a. Performance Evaluation Measures Rating
5b. Over the SDIP Grant Year:	6b. Over the SDIP Grant Year: during the summer and will be distributed to the groups described above at the beginning of each Fall Quarter.	100%
4. To attract a wider variety of representation of business, industry, education, and other occupational groups to the campus for the purpose of recruiting students. (4-10a)	4. Letters will be written to members of the local area Chamber of Commerce members, news releases and public service radio announcements will be prepared for area radio stations, and prospective employers identified through the College Placement Annual, faculty and student requests, and through numerous other sources will be contacted.	100%
5. To stay abreast of current trends in career opportunities. (4-10a)	5. Staff members will hold membership in local and regional Placement organizations; such	7b. Summary Rating

OE Form 1049-2 (7/79)

Page 8 of 17 Pages	REPORT 2 - ACTIVITY EVALUATION REPORT STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM	Form approved FEDAC No. 40 App. Exp. 07/80

1. **Name of Institution:** Austin Peay State University

2. **Period Covered:** 7/1/81 **To:** 6/30/82

3. **Date Submitted:**

4. **Activity Title:** Improvement of a Multi-Service Career Development Program

5. Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
5a. Over the SDIP Grant Period:	6a. Over the SDIP Grant Period:	7a. Performance Evaluation Measures Rating
5b. Over the SDIP Grant Year:	6b. Over the SDIP Grant Year: as--Tennessee College Placement Association, Southern College Placement Council, and the College Placement Council. They will also be encouraged to attend meetings sponsored by these organizations and to visit the Placement operations of other area universities.	100%
6. To conduct a follow-up study of graduates each year. (4-10a)	6. In September of each year, a follow-up survey form will be mailed to all students graduating during the previous academic year.	100%
7. To publish a Directory of Teacher Certified Graduates for distribution to all Tennessee and nearby Kentucky school system. (4-10a)	7. This directory, containing the names, addresses, and areas of certification of teacher certified graduates will be printed and mailed in June of each year.	7b. Summary Rating 100%

Page 9 of 17 Pages	REPORT 2 - ACTIVITY EVALUATION REPORT STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM	Form approved FEDAC No. 40 App. Exp. 07/80

1. Name of Institution: Austin Peay State University	**2. Period Covered:** 7/1/81 **To:** 6/30/82	**3. Date Submitted:**	**4. Activity Title:** Improvement of a Multi-Service Career Development Program

5. Specific Objectives and Related Institutional Goals	**6. Specific Performance Evaluation Measures**	**7. Level of Achievement**
5a. Over the SDIP Grant Period:	**6a. Over the SDIP Grant Period:**	**7a. Performance Evaluation Measures Rating**
5b. Over the SDIP Grant Year:	**6b. Over the SDIP Grant Year:**	
8. To plan a "Career Day" to be held each Spring Quarter. (4-10a)	8. A minimum of 100 prospective employers from all phases of business, education, industry, and government will be invited to participate.	100%
9. To conduct a minimum of one "Job Seeking Skills Seminar" each quarter. (4-10a)	9. Seminars will be scheduled each quarter and will be open to all APSU students and alumni.	100%
10. To evaluate the effectiveness of the Placement Program (4-10a)	10. Information will be collected from the graduate follow-up survey forms, faculty questionnaires and Placement Committee visitation.	90%
		7b. Summary Rating

OE Form 1049-2 (7/79)

Page 10 of 17 Pages	REPORT 2 - ACTIVITY EVALUATION REPORT STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM	Form approved FEDAC No. 40 App. Exp. 07/80

1. Name of Institution: Austin Peay State University	2. Period Covered: 7/1/81 To: 6/30/82	3. Date Submitted:	4. Activity Title: Improvement of a Multi-Service Career Development Program

5. Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
5a. Over the SDIP Grant Period:	6a. Over the SDIP Grant Period:	7a. Performance Evaluation Measures Rating
5b. Over the SDIP Grant Year:	6b. Over the SDIP Grant Year:	
11. To test 3,000 individuals, maintaining the current level of services. (11)	11. The testing logs of the Center will indicate a total of over 3,000 students have availed themselves to one or more testing opportunities at the Center by June 15, 1982.	
12. To evaluate testing services on a continuous procedure of administering a standard testing service evaluation form. (12)	12. The administering of a standard testing service evaluation by the Director of Institutional Research will occur by May 15, 1982, and the results will be utilized in the PME process to create improvement.	
13. To provide academic support services to 300 individuals. (13)	13. The SDIP Coordinator and the Vice President for Student Services will have recorded receipt of an acceptable annual Testing Center report.	7b. Summary Rating

OE Form 1049-2 (7/79)

Page 11 of 17 Pages	REPORT 2 - ACTIVITY EVALUATION REPORT STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM	Form approved FEDAC No. 40 App. Exp. 07/80

Name of Institution: stin Peay State University	2. Period Covered: 7/1/81 To: 6/30/82	3. Date Submitted:	4. Activity Title: Improvement of a Multi-Service Career Development Program

Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
. Over the SDIP Grant Period:	6a. Over the SDIP Grant Period:	7a. Performance Evaluation Measures Rating
. Over the SDIP Grant Year: . To write annual Testing Center report. (14)	6b. Over the SDIP Grant Year: 14. The SDIP Coordinator and the Vice President for Student Services will have recorded receipt of an acceptable annual Testing Center report.	100
		7b. Summary Rating

Form 1049-2 (7/79)

Page 12 of 17 Pages	REPORT 2 – ACTIVITY EVALUATION REPORT STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM	Form approved FEDAC No. 40 App. Exp. 07/80

1. Name of Institution: Austin Peay State University	2. Period Covered: 7/1/82 To: 6/30/83	3. Date Submitted:	4. Activity Title: Improvement of a Multi-Service Career Develop-ment Program

5. Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
5a. Over the SDIP Grant Period:	6a. Over the SDIP Grant Period:	7a. Performance Evaluation Measures Rating
5b. Over the SDIP Grant Year:	6b. Over the SDIP Grant Year:	
1. To coordinate the flow of information to inform all APSU students of the services available to them through the Office of Placement Services. (4-10)	1. Meeting with new students during "Orientation Week;" writing letters to all students describing the services available through the Office of Placement Services; utilizing the campus newspaper--"The All State;" and scheduling meetings with campus clubs, faculty, and student groups.	100%
2. To provide Placement Services to 95% of the seniors by August, 1983. (4-10a)	2. An August review of the Placement files will indicate the percentage of students requesting Placement Services.	70%
3. To reprint and distribute Job Placement Manuals to seniors and new faculty during the Fall Quarter. (4-10a)	3. Records from the APSU Admissions Office and Personnel Office will provide an accurate list of seniors and new faculty. The Job Placement Manuals will be reprinted	7b. Summary Rating

Page 13 of 17 Pages	REPORT 2 - ACTIVITY EVALUATION REPORT STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM	Form approved FEDAC No. 40 App. Exp. 07/80

1. Name of Institution:	2. Period Covered: To:	3. Date Submitted:	4. Activity Title:
Austin Peay State University	7/1/82 To: 6/30/83		Improvement of a Multi-Service Career Development Program

5. Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
5a. Over the SDIP Grant Period:	6a. Over the SDIP Grant Period:	7a. Performance Evaluation Measures Rating
5b. Over the SDIP Grant Year:	6b. Over the SDIP Grant Year: during the summer and will be distributed to the groups described above at the beginning of each Fall Quarter.	100%
4. To attract a wider variety of representation of business, industry, education, and other occupational groups to the campus for the purpose of recruiting students. (4-10a)	4. Letters will be written to members of the local area Chamber of Commerce members, news releases and public service radio announcements will be prepared for area radio stations, and prospective employers identified through the College Placement Annual, faculty and student requests, and through numerous other sources will be contacted.	100%
5. To stay abreast of current trends in career opportunities. (4-10a)	5. Staff members will hold membership in local and regional Placement organizations;	7b. Summary Rating

Page 14 of 17 Pages

REPORT 2 - ACTIVITY EVALUATION REPORT
STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM

Form approved
FEDAC No. 40
App. Exp. 07/80

1. Name of Institution: Austin Peay State University	**2. Period Covered:** 7/1/82 **To:** 6/30/83	**3. Date Submitted:**	**4. Activity Title:** Improvement of a Multi-Service Career Development Program

5. Specific Objectives and Related Institutional Goals	**6. Specific Performance Evaluation Measures**	**7. Level of Achievement**
5a. Over the SDIP Grant Period:	**6a. Over the SDIP Grant Period:**	**7a. Performance Evaluation Measures Rating**
5b. Over the SDIP Grant Year:	**6b. Over the SDIP Grant Year:** as--Tennessee College Placement Association, Southern College Placement Council, and the College Placement Council. They will also be encouraged to attend meetings sponsored by these organizations to attend meetings sponsored by these organizations and to visit the Placement operations of other area universities.	100%
6. To conduct a follow-up study of graduates each year. (4-10a)	6. In September of each year, a follow-up survey form will be mailed to all students graduating during the previous academic year.	100%
		7b. Summary Rating

OE Form 1049-2 (7/79)

Page 15 **of** 17 **Pages**	**REPORT 2 – ACTIVITY EVALUATION REPORT** **STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM**	**Form approved** **FEDAC No. 40** **App. Exp. 07/80**

1. Name of Institution: Austin Peay State University	**2. Period Covered:** 7/1/82 **To:** 6/30/83	**3. Date Submitted:**	**4. Activity Title:** Improvement of a Multi-Service Career Development Program

5. Specific Objectives and Related Institutional Goals	**6. Specific Performance Evaluation Measures**	**7. Level of Achievement**
5a. Over the SDIP Grant Period:	**6a. Over the SDIP Grant Period:**	**7a. Performance Evaluation Measures Rating**
5b. Over the SDIP Grant Year:	**6b. Over the SDIP Grant Year:**	
7. To publish a Director of Teacher Certified Graduates for distribution to all Tennessee and nearby Kentucky school system. (4-10a)	7. This directory, containing the names, addresses, and areas of certification of teacher certified graduates will be printed and mailed in June of each year.	100%
8. To plan a "Career Day" to be held each Spring Quarter. (4-10a)	8. A minimum of 100 prospective employers from all phases of business, education, industry, and government will be invited to participate.	100%
9. To conduct a minimum of one "Job Seeking Skills Seminar" each quarter. (4-10a)	9. Seminars will be scheduled each quarter and will be open to all APSU students and alumni.	100%
		7b. Summary Rating

OE Form 1049-2 (7/79)

Page 16 of 17 Pages	**REPORT 2 - ACTIVITY EVALUATION REPORT** **STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM**	Form approved FEDAC No. 40 App. Exp. 07/80

1. Name of Institution: Austin Peay State University	**2. Period Covered:** 7/1/82 To: 6/30/83	**3. Date Submitted:**	**4. Activity Title:** Improvement of a Multi-Service Career Developmer Program

5. Specific Objectives and Related Institutional Goals	**6. Specific Performance Evaluation Measures**	**7. Level of Achievement**
5a. Over the SDIP Grant Period:	**6a. Over the SDIP Grant Period:**	**7a. Performance Evaluation Measures Rating**
5b. Over the SDIP Grant Year:	**6b. Over the SDIP Grant Year:**	
10. To evaluate the effectiveness of the Placement Program (4-10a)	10. Information will be collected from the graduate follow-up survey forms, faculty questionnaires and Placement Committee visitation.	90%
11. To test 3,000 individuals. (11)	11. The testing logs of the Center will indicate a total of over 3,000 students have availed themselves to one or more testing opportunities at the Center by June 15, 1983.	100
12. To provide academic support services to 300 individuals. (12)	12. The SDIP Coordinator and the Vice President for Student Services will have recorded receipt of an acceptable annual Testing Center report.	100.
		7b. Summary Rating

OE Form 1049-2 (7/79)

Page 17 of 17 Pages

REPORT 2 - ACTIVITY EVALUATION REPORT
STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM

Form approved
FEDAC No. 40
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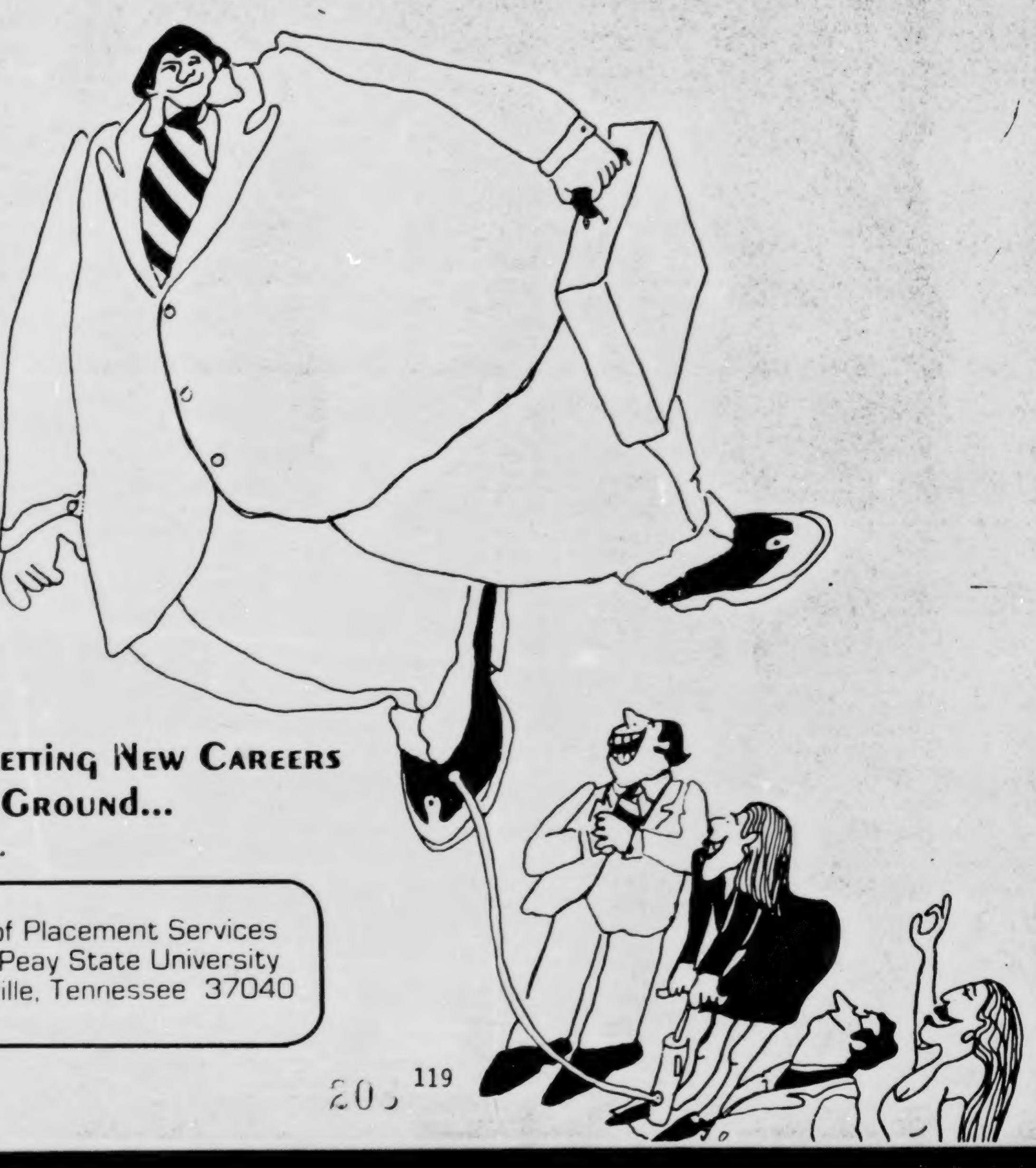
1. Name of Institution: Austin Peay State University	**2. Period Covered:** 7/1/82 To: 6/30/83	**3. Date Submitted:**	**4. Activity Title:** Improvement of a Multi-Service Career Development Program

5. Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
5a. Over the SDIP Grant Period:	**6a. Over the SDIP Grant Period:**	**7a. Performance Evaluation Measures Rating**
5b. Over the SDIP Grant Year: 13. To write the annual report for the Testing Center, including evaluation data. (13)	**6b. Over the SDIP Grant Year:** 13. The SDIP Coordinator and the Vice President for Student Services will have recorded receipt of an acceptable annual Testing Center report.	100
		7b. Summary Rating

OE Form 1049-2 (7/79)

Job Placement Manual



We're Getting New Careers Off The Ground...

Office of Placement Services
Austin Peay State University
Clarksville, Tennessee 37040

ORGANIZATION AND PLACEMENT FUNCTIONS

Austin Peay State University maintains a placement service for two purposes. The first purpose is to serve the students and alumni of the University by informing them about available positions, by instructing them in making effective applications, by helping them to recognize and observe good professional procedures, and by giving them related information which will help them to secure career positions and succeed in them. The second purpose is to aid the representatives of business, industry, government, and education in finding qualified candidates for their organizations.

FUNCTIONS OF THE OFFICE OF PLACEMENT SERVICES

To fulfill the purposes of the Office of Placement Services at Austin Peay State University, the following seven statements have been developed:

1. To provide services for all students and alumni of Austin Peay State University who are seeking assistance in locating career employment.

2. To keep in close touch with all alumni and to be in a position to recommend qualified, experienced candidates to employing officers.

3. To give the employing officials the very best possible service in securing employees for their businesses.

4. To recommend candidates for jobs at which they have the best opportunity to succeed.

5. To consult heads of departments and other faculty members when selecting candidates to recommend for positions.

6. To cooperate with all University organizations by informing them of the services available through the Office of Placement Services.

7. To cooperate with other placement offices and with state and national placement associations in promoting more effective service to Austin Peay graduates, to business, industry, and government.

WHO MAY REGISTER?

Anyone who has completed or is completing the work for a degree at Austin Peay State University is eligible to use the Placement Service.

WHY REGISTER WITH PLACEMENT SERVICE?

Although persons may not need placement services at this time, they may at a future date when it may be difficult, perhaps impossible, to assemble recommendations. Often employing officials write asking for information concerning persons not registered; when such information cannot be furnished, both the applicant and the Placement Service suffer. Many companies automatically contact the University Placement Office for credentials whenever an APSU student or former student applies for a job. All graduates should be sure their placement files are in order before they leave the campus!

THE JOB SEARCH

Where do I go from here? How do I begin looking for a job? Questions! Questions! Questions! Well, learning how to get hired is your responsibility. However, the Office of Placement Services can assist you in conducting a job search, but no office of the University can guarantee you a job. Therefore, you must take the initiative in beginning early and following through on what could be a time-consuming process.

Begin with a careful self-evaluation of your strengths, weaknesses, interests, and preferences. You must know what you want before you can determine how to get it.

Find out which company or agency seeks your skills, what job titles are given these skills, and the name of the contact person who determines need for these skills.

Learn how to conduct yourself during interviews, how to write a letter of inquiry or application, and how to prepare a resume.

The APSU Office of Placement Services can help on all of the above.

HINTS ON CONDUCTING YOUR JOB SEARCH

1. Register with the APSU Office of Placement Services.

2. Complete a professional resume.

3. Become familiar with letters of inquiry, letters of application, and follow-up letters.

4. Check with the Placement Office to see what job vacancies have been listed, to determine the on-campus interview schedule, to review Employment Service Job Bank microfiche, and to review literature available on companies, schools, and government agencies. Job vacancy notices are posted on the University Center bulletin boards (outside the Post Office area) and are also maintained in the Directory of Current Job Openings located at the University Center Information Desk and in the Office of Placement Services. Schedules of on-campus recruiters are also maintained at both of these locations.

5. Identify potential businesses, schools, industries, and government agencies to contact with a letter of inquiry and resume.

6. Develop job interview techniques.

7. Use newspaper want ads. Remember, those are immediate openings.

8. Use telephone directories to identify employers and where they are located.

9. Use professional journals and other library material; i.e., Dunn and Bradstreet, Standard and Poor's, etc.

10. Talk to family, friends, and faculty about potential employers.

11. Solidify your job objectives.

12. Check personal grooming. Have a neat, clean appearance. Dress appropriately.

In summary, when investigating the job market, it is essential to use all possible resources in your job search. Don't become discouraged by a number of rejections. Follow up on all leads in a business-like manner. Don't miss out on opportunities because of sloppy letters, resumes, or interview techniques. If you are job hunting, you are involved in trying to pass one of the toughest tests of your career. The job you are seeking may turn up when you least expect it, but you can't wait for it to come to you -- you must be aggressive and go after it.

APPLYING FOR THE JOB

The student or experienced alumnus who is applying for a position will profit by reading carefully the instructions included in this division of this manual. The help secured here may keep the applicant from making mistakes that may harm his chances of securing the position that he desires.

Information regarding vacancies may be secured in many different ways. Most notifications of vacancies will be received from Placement Service. Some vacancies will be found by the registrants of Placement. Others will develop from the many rumors of openings and will be verified by writing a letter of inquiry to the employing official of the business or industry. With the present job situation as it is there seems to be no "best way" to secure a position. You may want to use the following suggestions, or telephone, or contact the employing officials as you see fit.

CAMPUS INTERVIEWS

Many companies have recruiting programs. A representative from the company comes to campus to recruit employees for the company. The information regarding such visits can be found in the Placement Office, on campus bulletin boards, at the University Center Information Desk, and in The All State. You should check the Interview Schedule in the Placement Office frequently and sign up immediately for an appointment with a company in which you are interested. A person who interviews on campus will be more able to determine the type of position he desires.

WRITING A LETTER OF INQUIRY

You should try to locate the best position for yourself in terms of your professional qualifications and desires and plan your career and seek positions for which you are qualified. There is fundamentally nothing unethical or improper about submitting your qualifications for consideration if they fit the position.

What will your letter communicate about you as a potential candidate for a position? Can you sell yourself?

The letter should clearly indicate that this is an inquiry and should include such information as position desired, degree and/or date of completion, major and minor fields, and other qualifications based on education and experience. A resume may be attached. Mention that credentials are on file and available by contacting the APSU Office of Placement Services. (See Appendix A, page 11.)

WRITING YOUR LETTER OF APPLICATION

Writing a suitable application letter that will attract attention and give you an opportunity to interview employers is the first step in securing a position. The application letter is only one of the vital steps, but it may create the first impression of your ability to communicate and may determine whether you are considered for employment. The first impression may be either favorable or unfavorable. From your letter the employer may learn many things about you so keep him, his interests, and his needs in mind as you write. Construct your letter so that it reflects your abilities and works for you. Employers look for creativity and originality in the people they employ. Your letter should reflect these qualities.

Good-quality stationery is essential in writing any business letter. White business paper, usually bond, $8\frac{1}{2}$ by 11", and an envelope of standard size is appropriate. A typewritten one-page letter with the writer's complete address and an ink signature is recommended. After you write the letter, study it carefully to make sure the content is clear and concise and that spelling, English usage, and punctuation are correct. Determine whether the letter appears neat, clean, and correctly spaced. Does the letter sound like you, not someone else? Have an adviser review your letter, suggest improvements, and make corrections. Keep in systematic order carbon copies of letters you write since you will need this information for future reference.

The full name of the firm, correctly spelled, should be used. The College Placement Annual, available at the Office of Placement Services, has the name of the director of personnel for many companies. When your letter requests a reply, enclose an addressed, stamped envelope.

The content of the letter should be clear and concise with an opening paragraph that includes a statement of your reason for writing the letter, the type of position for which you are applying, and the source of the information that a vacancy exists. Write short paragraphs for ease in reading. Give brief statements about your qualifications, major and minor fields, work experience, military status, and any other experiences that qualify you for the position. Always include personal data, giving facts rather than generalizations about yourself. (See Appendix B, page 12) Avoid requesting a certain salary.

In your application you may present items that reveal your human side. Discuss prior experience, if any, and tell about your interests and hobbies. Mention that your credentials are available and give the complete address of the Office of Placement Services.

If at all possible make yourself available for a personal interview. If the place is some distance away, state when you can most conveniently travel to the community. Often interviews are scheduled during vacations or week-ends. (See Appendices B and C, pages 12 and 13)

FOLLOW-UP OR THANK YOU LETTER

To follow up on previous communications, including on-campus interviews, candidates need to write letters. To thank the interviewer for his time and for the opportunity of being interviewed, the candidate usually writes a letter within a week and restates his interest in the position. Briefly reviewing his qualifications for the type of position in which he is interested is helpful. Any additional information not mentioned during the interview may be included. This effort aids in keeping the employer interested in you as a candidate. If the firm supplied you with an application form, complete and mail it with this letter. All suggestions about exercising care in writing letters also apply to the application form. (See Appendix D, page 14.)

ACCEPTANCE LETTER

An offer of a position should be acknowledged promptly by writing a letter of acceptance, provided you are convinced that this is the position you desire. Generally the terms of the agreement are restated in the letter to make sure that there is mutual understanding; include the position title, effective date, place, and salary. If the firm has enclosed other instructions, read them very carefully. Note deadline dates in the instructions so that the forms you are to return will reach the employer's office before the dates specified.

DELAY LETTER

Sometimes a candidate is not ready to accept an offer but is interested in the position. A letter stating an interest is appropriate; but, if there is a delay, a clear statement of the reason for it should be given. The request may be for a time extension beyond the two-week deadline stated in the job offer. Or a candidate may wish more information about the firm, the community, or the assignment. In some cases several offers are being considered simultaneously and additional time is desired. Some firms will not give time extensions, so the candidate must reach a decision regarding the offer at once. This may be the time to use the telephone to discuss the matter with the official making the offer and to seek assistance by consulting a placement counselor.

REJECTION LETTER

Rejecting an offer of a position requires a tactful letter expressing appreciation for the offer and for the firm's confidence in you. Clearly state that the position offered is not being accepted. The reason for rejection may or may not be given, depending on circumstances causing the candidate to refuse the position. A positive statement to keep the door open for future consideration is always wise. The employer may at some future date be in a location where you will want to apply for a vacant position.

Be sure to return the contract or the agreement if you are refusing the position.

CONCLUSION

Your letter may or may not help you secure the desired position that is open. To achieve your goal, the appearance of your letter and its contents must sell the employer on the idea that you will be a successful person. The Placement Office has personnel to help you if you have special problems in communicating with employers. Effective communication depends upon the reader's receiving the message you intend to convey in your letter. By following the above suggestions regarding letter writing, by being as original as possible, and by establishing a friendly relationship with employers, you will aid yourself in advancing professionally. You may want to use the following guidelines to evaluate your letters:

Letters should be:
--Individually typed on good quality paper.
--Slanted toward what you can offer an employer, not what you think they should be offering you.
--Addressed, whenever possible, to an individual using his correct title.
--Correct spelling and punctuation.
--Hand-signed over typed signature.
--Brief, concise and to the point.
--Closed with a direct request for action.

Letters should not be:
--Gimmicky in an attempt to be original or clever.
--Repetitive, containing information covered in your resume.
--Lofty in tone -- indicating you will be doing the employer some great favor by "considering" a position.
--Loaded with constant use of "I".
--Heavy on salary demand if you are a beginner.

THE PROFESSIONAL RESUME OR DATA SHEET (To accompany the Letter of Application)

A resume is your representative; it is you when you aren't there. It's a summary of your personal data, your educational background and training, your business or professional experience and qualifications, your achievement highlights, and your objective. Your resume should be a word picture of you. It should give a potential employer your factual data. It should create an impression of your desirability for him and stimulate action on his part toward setting up an interview. Be concise, no long paragraphs. "White space" makes your resume easier to read. Your resume, by itself, will not get you a job. You have to do that yourself. It should show what you want to do, how your past experience is applicable to that goal, and all the other pertinent things about you. At all times, think and write through the eyes of the employer.

PROFESSIONAL RESUME

IDENTIFYING INFORMATION

Your name, address and telephone number; possibly some of the items from your Personal Data.

CAREER OBJECTIVE

A statement indicating the type of position you are seeking; may include both short-range and long-range goals.

EDUCATIONAL BACKGROUND

List of schools attended (in reverse order), dates, degrees, diplomas, and certificates with emphasis on highest level achieved and special training pertinent to your career objective.

EXPERIENCE OR WORK HISTORY

A summary of your work experience emphasizing the most recent or most important job relevant to your stated career objective. Describes the nature of your work, the title of your position, name of employer, dates, and earnings. List in reverse order.

PERSONAL DATA

An extension of the Identifying Information giving such vital statistics as age (if you think it is an asset), height, weight, marital status, number of children, early background (if it is significant), hobbies and other activities.

REFERENCES

Usually you need only state that references will be supplied on request.

DATE, STATEMENT OF AVAILABILITY, AND PHOTOGRAPH

These items are optional; but it is desirable to date each resume as you distribute it and to mention when you are available for work.[1] (See Appendices E and F, pages 15-17.)

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[1] Illinois State University Placement Service, Book of Instructions, p. 14.

When a candidate has made either an oral or a written agreement with the personnel office of a company, the obligation is just as legally and ethically binding as any contract to pay a financial debt when due or to meet personal and contractual obligations to a business concern. A resignation from such an agreement is unethical and is frowned upon by professional organizations.

> Our advice to all candidates is DO NOT BREAK AGREEMENTS. If you do not respect your part of a contract, then an employer should have the same right. You will soon find yourself in a serious situation if you do not abide by established professional ethics regarding agreements. The University does not sanction breaking agreements.

If you find that you must ask to be released from an agreement, the only ethical (and legal) action to take is to ask for a release. This should be done only when a very definite and considerable professional benefit to you is involved. You should make yourself well informed on the provisions in the company's agreements.

ASKING FOR A RELEASE

Situations do arise when an employee has good and valid reasons for wanting to be released from an agreement. Such situations may be due to the health of the candidate, family responsibilities, financial problems, professional advancements, or for many other good and valid reasons. Under such circumstances the proper and ethical thing to do is to ask for a release. This may be done orally, but is usually done by letter.

SUGGESTIONS FOR WRITING THE LETTER

Have your letter in proper form. At the very start of the letter mention that you have an oral or written agreement with them for a particular position. Then mention that situations have arisen since you made the agreement that make it necessary or advisable for you to ask for a release. If you are asking for a release because you wish to accept the offer of another position, mention such items as how much increase in salary you will receive, that the salary schedule promises definite increases for future years, that you will be located near a university where you can do graduate work in evening or Saturday classes, or any other good reasons for wanting to accept the new position. It is your obligation to justify asking for a release.

In your last paragraph, ask for a release in question form. Enclose a stamped, self-addressed envelope for a reply. If it is urgent that you know immediately whether the release will be granted, you may call the employer on the telephone after he/she has had plenty of time to receive your letter.

REMEMBER -- KEEP THE PLACEMENT SERVICE INFORMED

It is your duty to keep Placement Service informed regarding your plans at all times. We cannot give you good service unless you do so. This means that you should inform us at once:

1. Of any change of address.

2. Of any change of name.

3. Any change in your employment needs.

4. When you accept a position.

If you receive a message to call the Office of Placement Services, please do so at once. We may wish to arrange for an interview for you with an employer or tell you about a particular position in which we feel you might be interested.

DEFINITIONS OF TERMS

Terms used in Placement Service that should be understood by all students who are attempting to secure a position are below. In order to be certain that we are all talking about the same thing, we have listed a few of the terms used in our work.

ACTIVE STATUS - Registrants (students or alumni) with credentials on file who are actively seeking employment and request assistance from the Placement staff. Placement credentials are placed in the active file.

INACTIVE STATUS - Students and alumni who are not actively seeking employment or assistance from the Placement Service. Placement credentials are on file, but no current employment information is disseminated to these individuals. Upon request from the individual, an inactive file is placed in the active file.

CREDENTIALS - Placement credentials include a data sheet and/or resume, a transcript, faculty rating sheets, and letters of recommendation. These credentials are forwarded to prospective employers upon the request of: you, prospective employers, or the Placement Service.

UPDATING CREDENTIALS - Revising your data sheet and/or resume and possibly adding recent letters of recommendation to your file. You should request an update packet of materials from the Office of Placement Services.

OFFICIAL TRANSCRIPT OF CREDITS - This is a copy of your courses, grades, and credit hours. One copy of your transcript should be placed on file in the APSU Office of Placement Services. Additional copies of your transcript may be obtained by contacting the APSU Admissions Office. The Office of Placement Services does not forward transcripts to prospective employers. Copies must be requested from the APSU Admissions Office.

Sample Business Letter of Inquiry

Appendix A

468 Rivermont Drive
Clarksville, Tennessee 37040
March 3, 1978

Mr. Thomas J. Burns, Employment Supervisor
Union Paper Company
220 East 35th Street
New York, NY 10017

Dear Mr. Burns:

Paragraph No. 1 -- An attention-getting first paragraph that entices the reader and makes him want to read your letter in its entirety.

Paragraph No. 2 -- List significant accomplishments in general terms and in such a way as to create appeal for each.

Paragraph No. 3 -- Educational training must be brief. Detail will be on resume.

Paragraph No. 4 -- Phone number. When you can be reached by phone. Include availability for interview.

Sincerely,

I. Nita Job

Sample Letter of Application
Education Majors

Appendix B

504 Fifth Street
Clarksville, Tennessee 37040
March 15, 1978

Dr. James L. Lewis, Superintendent
Hartford City School System
609 Washington Street
Hartford, Tennessee 38775

Dear Dr. Lewis:

Paragraph No. 1 -- Introductory, telling how you learned of (or inquiring about) the vacancy and definitely stating that you wish to be an applicant for the position.

Paragraph No. 2 -- Call attention to the amount of your training, when you expect to complete work for your degree, or when you received it if already completed. If applying for high school position, mention teaching fields or subjects for which you are qualified by state accrediting standards. You may also wish to mention in what courses you did your student teaching and supervising teacher(s). If enclosing a resume with your letter, mention that you are doing so.

Paragraph No. 3 -- Teaching experience or work experience should be mentioned. If the position calls for the handling of extracurricular activities (or you are able to direct or assist), you should stress any related experiences in school or in previous positions.

Paragraph No. 4 -- (This will probably be your last paragraph.) Offer to go for a personal interview at the reader's convenience. Inform him that he may feel free to telephone you at your expense and/or also mention that you are enclosing an addressed, stamped envelope for his reply. In closing, express appreciation for consideration of your application.

Sincerely,

I. Nita Job

Sample Business Letter of Application

(INCLUDE COPY OF RESUME)

Appendix C

351 Allenfield Drive
Clarksville, Tennessee 37040
April 2, 1978

Mr. Joseph G. Burgess, Personnel Manager
Union National Bank
Room 416 Century Building
Houston, Texas 77309

Dear Mr. Burgess:

Paragraph No. 1 -- Identify the position you are applying for and how you learned of it. Indicate that you wish to be an applicant for the position.

Paragraph No. 2 -- Indicate why you are applying for this particular position.

Paragraph No. 3 -- Describe your qualifications. Major, grade point average (if better than average), and work experience would be key points to highlight here.

Paragraph No. 4 -- Refer the reader to the enclosed resume. Indicate a desire to interview at the reader's convenience. Include your area code and telephone number and when you might be reached by phone. In closing, express your appreciation for consideration of your application.

Sincerely,

I. Nita Job

Enclosure

Sample Thank You Letter

Appendix D

619 East Fork Drive
Clarksville, Tennessee 37040
April 17, 1978

Mr. Allen Blake
Personnel Manager
Zepher Textile Corporation
Post Office Box 956A
Mobine, Kansas 52914

Dear Mr. Blake:

Paragraph No. 1 -- Thank the interviewer and/or express appreciation for the courtesy and consideration extended to you. State the position for which you were interviewed, date of interview, and place where the interview was conducted.

Paragraph No. 2 -- Reaffirm your interest in the position. Mention anything you feel may be important that you may have forgotten in the initial interview. You may wish to mention additional qualifications or work experiences not included in your credentials.

Paragraph No. 3 -- Show willingness to provide any additional clarifying data or statements and submit any further information you may want to add to your application.

Paragraph No. 4 -- Close with a suggestion for further action or that you will be available for additional interviews at the interviewer's convenience.

Sincerely,

I. Nita Job

Appendix E

SAMPLE PROFESSIONAL RESUME

RESUME OF JOHN J. JONES

CURRENT ADDRESS	HOME ADDRESS
808 South Main, Apt. 23 Clarksville, Tennessee 37040 (615)648-0152	415 Sherwood Nashville, Tennessee 37219 (615)459-3256

PERSONAL

Physical Status:
Marital Status:
Height:
Weight:

BY LAW YOU ARE NOT REQUIRED TO GIVE INFORMATION PERTAINING TO RACE, SEX, RELIGION, NATIONAL ORIGIN OR MARITAL STATUS. IF YOU CHOOSE TO PROVIDE THIS INFORMATION, YOU DO SO VOLUNTARILY.

CAREER OBJECTIVE

Present objective is to obtain a position in data processing or finance, preferably within the banking industry. Long-range career goals include returning to college to earn a master's degree in Business Administration in preparation for higher levels of management, data processing, or finance.

EDUCATION

6/75 to 5/78	Austin Peay State University, Clarksville, TN 37040 May, 1978 B.S. in Business Administration

EMPLOYMENT

10/76 to present:	Employed part-time, 15 to 25 hours per week, as a stock clerk for Kroger Foods (Allied Grocers Corp.), Clarksville, Tennessee. Duties included: stocking grocery items and updating trends in product prices. Achieved knowledge in retail management, and developed the ability to work with others in employee relations and customer service. Mr. Robert Johnson, Manager.
1976 (Summer):	Employed full-time in park and golf course maintenance for Metro Park District, Nashville, Tennessee. Experienced working with others and the responsibility of maintaining care of equipment. Mr. Al Johnson, Supervisor.
1975 (Summer):	Employed full-time in a grounds and building maintenance position for South Central Bell Telephone Company, Nashville, Tennessee. Assisted in building grounds upkeep and maintenance of equipment. Mr. Carl Simms, Supervisor.

EXTRA-CURRICULAR ACTIVITIES

Member, Alpha Kappa Psi Fraternity; Pi Kappa Alpha Social Fraternity; Political Studies Association, President.

REFERENCES

Available upon request from APSU Office of Placement Services, Emerald Hill Alumni Center, Clarksville, Tennessee 37040.

Appendix F

SAMPLE PROFESSIONAL RESUME

Susan A. Webb

Local: 3122 Hovey Ave., Apt. 1
Clarksville, TN 37040

Home: 1300 James Avenue
Cumberland City, TN 37050

BY LAW YOU ARE NOT REQUIRED TO GIVE INFORMATION PERTAINING TO RACE, SEX, RELIGION, NATIONAL ORIGIN OR MARITAL STATUS. IF YOU CHOOSE TO PROVIDE THIS INFORMATION, YOU DO SO VOLUNTARILY.

OBJECTIVE

Present objective is to secure a position with a social service agency which will enable me to apply my interest and skills in the behavioral sciences, with the hope of obtaining increased responsibilities in such a setting.

EDUCATION

B.S. in Sociology, May, 1977, Austin Peay State University, Clarksville, TN. Minor in Psychology.

Diploma, 1973, W.T. Thomas High School, Cumberland City, TN 37050

PREVIOUS EXPERIENCE

Recreation Leader	Montgomery County Parks and Recreation Clarksville, Tennessee 37040	6/75-8/75
Tennis & Pool Attendant	APSU Campus Recreation Clarksville, Tennessee 37040	6/75-8/75
Usher	APSU Union Auditorium Clarksville, Tennessee 37040	6/73-5/75
Tutor (volunteer)	Burt Junior High School Clarksville, Tennessee 37040	8/73-12/73
Day Care Worker (volunteer)	Montgomery County Day Care Center Clarksville, Tennessee 37040	9/73-12/73
Waitress	Cumberland View Restaurant Cumberland City, Tennessee 37050	6/71-8/71

INTERESTS

Tennis, Swimming, Plants, Sewing

CREDENTIALS

Available upon request from APSU Office of Placement Services, Emerald Hill Alumni Center, Clarksville, Tennessee 37040.

1983
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of
TEACHER EDUCATION
GRADUATES

EDUCATION
©VAUX

Office of Placement Services
Emerald Hill Alumni Center

Austin Peay State University
Clarksville, Tennessee 37040

AUSTIN PEAY STATE UNIVERSITY

Clarksville, Tennessee 37040

Office of Placement Services

615-648-7896

Dear Employer:

Austin Peay State University would like to extend to you an invitation to visit our campus. Our recruiting season will begin in the Fall Quarter and we feel that APSU has graduates to satisfy many of your employment needs.

This office would like the opportunity of arranging on-campus interviews between representatives of your system and APSU job applicants. However, if a campus visit is not feasible, our office will be happy to provide you with resumes of qualified applicants.

Also, we maintain a Directory of Current Job Openings containing listings of all position vacancies reported to this office. We would appreciate the opportunity to include vacancy notices from your system in this directory as well as the opportunity to place them on bulletin boards located in areas of heavy student traffic throughout the University.

We will be glad to assist you in any way possible. If we can be of further assistance, please let us hear from you.

Sincerely,

Douglas R Barber

Douglas R. Barber
Associate Director of Placement
and University Services

fo

Major(s): Art Education Minor(s): Marketing
NAME: Linda K. Burroughs Degree(s): BS/M C
Present Address: Box 336 121 Center Pt. Rd., Hendersonville, TN
Telephone: 824-9897
Permanent Address: Same
Telephone: Same

****

Major(s): Sculpture & Art Education Minor(s): General Fine Arts
NAME: Mary Orne Law Degree(s): BFA Sculpture & Art Ed.
Present Address: 1977 Craigmont Blvd., Clarksville, TN 37040
Telephone: 552-1729
Permanent Address: Same
Telephone: Same

****

Major(s): General Business Minor(s): None
NAME: James Steven Sorrells Degree(s):
Present Address: P.O. Box 6582 Austin Peay
Telephone: 648-7653
Permanent Address: P.O. Box 325 Greenbrier, TN 37073
Telephone: 643-4229

****

Major(s): Business Administration Minor(s): None
NAME: James Steven Sorrells Degree(s): BBA/M C
Present Address: P.O. Box 6582 A.P.S.U. Clarksville, TN
Telephone: 643-7653
Permanent Address: P.O. Box 325 Greenbrier, TN 37073
Telephone: 643-4224

Major(s): Business Education Minor(s): n/a

NAME: Cindy Lee Daniel Degree(s): BBA with certification

Present Address: 317A East College Street

Telephone: 615-441-1512

Permanent Address: 317A East College Street, Dickson, TN

Telephone: same

****

Major(s): Chemistry Minor(s): Allied Sciences/Math

NAME: Alissa E. Harrison Degree(s): BS with certification

Present Address: 1312B Werner Park Fort Campbell

Telephone: 615-431-5074

Permanent Address: same

Telephone: same

****

Major(s): Elementary Education Minor(s): ~~Reading and Language Arts/~~ Early Childhood Education

NAME: Kimberly Baggett Taylor Degree(s): BS/AC

Present Address: 120 Malibu Drive APT#D-1 Clarksville, TN

Telephone: 552-0515

Permanent Address: Route 1 Box 342 Cunningham, TN

Telephone: 387-3965

****

Major(s): Elementary Education Minor(s): Early Childhood

NAME: Lisa Bibee Degree(s): BS/AC

Present Address: 2877 New Ashland City Rd.

Telephone: 645-1061

Permanent Address: same

Telephone: same

Major(s): Elementary Education Minor(s): Psychology and Office Ad.

NAME: Melinda Fly Biggs Degree(s): BS in Education

Present Address: J-3 Maple Hills Apartments

Telephone: 552-0711

Permanent Address: same

Telephone: same

****

Major(s): Elementary Education Minor(s): Health/PE

NAME: Tina Gail Cottrell (Wallace) Degree(s): BS in Education

Present Address: Route 2 Dover, TN 37058

Telephone: (615) 232-8233

Permanent Address: same

Telephone: same

****

Major(s): Elementary Education Minor(s):

NAME: Deborah Kaye Blanton Degree(s): BS in Ed. w/cert.

Present Address: 226 Clearview Drive

Telephone: 645-2275

Permanent Address: same

Telephone: same

****

Major(s): Elementary Education Minor(s): Early Childhood

NAME: Sherry Covington Degree(s): BS w/certification

Present Address: 216 Andrew Hopkinsville, KY

Telephone: (502) 986-7405

Permanent Address: same

Telephone: same

Major(s): Elementary Education Minor(s): Psychology

NAME: Melissa May Denton Degree(s): BS

Present Address: APSU Box 7801

Telephone: 648-7201

Permanent Address: Route 1 Lobelville, TN 37096

Telephone: 593-2235

****

Major(s): Elementary Education Minor(s): Early Childhood

NAME: Emily Byrd Earhart Degree(s): BS

Present Address: 1805 Apex Dr. Clarksville, TN

Telephone: 648-0017

Permanent Address: same

Telephone: same

****

Major(s): Elementary Education Minor(s): Reading/Language Arts

NAME: Patricia Marie Evans Degree(s): BS w/certification

Present Address: PO Box 8189

Telephone: 552-3850

Permanent Address: 7496 Charlotte Pike Nashville, TN

Telephone: 1-356-7052

****

Major(s): Elementary Education Minor(s): Concentration Reading

NAME: Phillis Foster Degree(s): BS

Present Address: APSU Box 6337

Telephone:

Permanent Address: Box 348 Erin, TN 37061

Telephone: 289-3872

Major(s): Elementary Education Minor(s): Science
NAME: Teresa A. Gallivan Degree(s): BS
Present Address: Route 13 Box 104
Telephone: 552-1682
Permanent Address: same
Telephone: same

****

Major(s): Elementary Education Minor(s): Early Childhood
NAME: Darlene P. Groves Degree(s):
Present Address: Clifty, KY 42216
Telephone: 277-6313
Permanent Address: same
Telephone: same

****

Major(s): Elementary Education Minor(s): Early Childhood
NAME: Paula F. Hester Degree(s): BS w/certification
Present Address: 3207 Greenwood Drive
Telephone: (502) 886-3481
Permanent Address: same
Telephone: same

****

Major(s): Elementary Education Minor(s):
NAME: Viola R. Sloan Degree(s): BS
Present Address: 4958 A Hammond Heights Fort Campbell, KY 42223
Telephone: 439-1674
Permanent Address: same
Telephone: same

Major(s): Elementary Education Minor(s):

NAME: Patricia Yates Degree(s): BS

Present Address: K-3 500 Fesslers Lane Nashville, TN

Telephone:

Permanent Address: 96 Liddon Jackson, TN

Telephone: (901) 422-3810

* * *

Major(s): Elementary Education Minor(s):

NAME: Ramona Alexander Degree(s): Add/on Special Ed. Certificate

Present Address: 174 E. Regent Drive

Telephone: (615) 358-2995

Permanent Address: same

Telephone: same

* * *

Major(s): Elementary Education Minor(s):

NAME: Tony A. Plunkett Degree(s): BS

Present Address: APSU Box 8431

Telephone: 648-7930

Permanent Address: Route 3 Box 32 Linden, TN 37096

Telephone: 589-2208

* * *

Major(s): Elementary Education Minor(s):

NAME: Deborah Ponting Degree(s): BS

Present Address: 7326B Gardner Hts. Ft. Campbell, KY 42223

Telephone: 431-6069

Permanent Address: same

Telephone: same

Major(s): Elementary Education Minor(s): Reading and Language Arts/ Early Childhood

NAME: Cynthia L. Quick Degree(s): BS/ W C

Present Address: Rt. 13 Box 167, Clarksville, TN

Telephone: 648-4563

Permanent Address: Same

Telephone: Same

****

Major(s): Elementary Education Minor(s):

NAME: Beverly M. Outlaw Degree(s): BS

Present Address: 313 Destin Drive, Clarksville, TN

Telephone: 552-1303

Permanent Address: Same

Telephone: Same

****

Major(s): Elementary Education Minor(s): Reading and Language Arts/ Early Childhood

NAME: Deborah K. Perry Degree(s): BS

Present Address: Route 1, Box 417, Clarksville, TN

Telephone: 647-7373

Permanent Address: Same

Telephone: Same

****

Major(s): Elementary Education Minor(s): Early Childhood

NAME: Mary Teresa Ledbetter Degree(s): BS/W C

Present Address: Rt. 2 Woodson Rd, Clarksville, TN

Telephone: 358-9427

Permanent Address: Same

Telephone: Same

Major(s): Elementary Education Minor(s): Psychology

NAME: Elizabeth Anne Lankford Degree(s):

Present Address: Rt 1 Box 62, Vanleer, TN

Telephone: 763-2455

Permanent Address: Same

Telephone: Same

****

Major(s): Elementary Education Minor(s): Early Childhood

NAME: Martha Mobley Degree(s): BS

Present Address: Rt.8 Mobley Rd., Clarksville, TN

Telephone: 358-9585

Permanent Address: Same

Telephone: Same

****

Major(s): Elementary Education Minor(s): Early Childhood

NAME: Martha L. Mobley Degree(s): BS/ W C ECE.

Present Address: Rt. 8 Mobley Road, Clarksville, TN

Telephone: 358-9585

Permanent Address: Same

Telephone: Same

****

Major(s): Elementary Education Minor(s):

NAME: Rhonda Madden Degree(s):

Present Address: 517 Church Street

Telephone: 446-4588

Permanent Address: Same

Telephone: Same

Major(s): Elementary and Special Educ. Minor(s):
NAME: Carla Horne Degree(s): BS/W C
Present Address: 13 Binks Drive, Clarksville, TN
Telephone: 647-5288
Permanent Address: Same
Telephone: Same

****

Major(s): Elementary and Special Educ. Minor(s):
NAME: Janet Lynn Sutton Degree(s): Assoc. of Science, BS/W C
Present Address: Route 6, Hopkinsville, KY 42240
Telephone: (502)886-4254
Permanent Address: Same
Telephone: Same

****

Major(s): Elementary and Special Educ. Minor(s):
NAME: Anita Camille Rogers Degree(s): Bachelor of Science/W C
Present Address: Rt. 1, Box 136, Cunningham, TN 37052
Telephone: 387-3181
Permanent Address: Same
Telephone: Same

****

Major(s): English Minor(s):
NAME: Louise Peach Cooke Degree(s): BA-English MA-English
Present Address: Rt. 2 Box 56, Cumberland Furnace, TN
Telephone: 387-3477
Permanent Address: Same
Telephone: Same

Major(s): English Minor(s): Biology

NAME: Emily Ruth Gassett Degree(s):

Present Address: 428 High Street, Dickson, TN 37055

Telephone: 446-3130

Permanent Address: Same

Telephone: Same

****

Major(s): English-Special Education Minor(s): Homeeconomics

NAME: Janet Smith Wallace Degree(s): BS-English/WC

Present Address: 679 Montee Drive, Clarksville, TN 37040

Telephone: 358-2429

Permanent Address: Same

Telephone: Same

****

Major(s): Distributive Geography Minor(s):

NAME: Mary Louella Turner Degree(s): BS/WC

Present Address: 1009 Drennan Park, Ft. Campbell

Telephone: 431-6003

Permanent Address: 1608 North Hughes Street, Amarillo, TX 79105

Telephone: (806) 373-1102

****

Major(s): History (Secondary) Elemen. Endorsement Minor(s): Sociology

NAME: Peggy Conner Degree(s): B.S/WC

Present Address: 576 Chesterfield Drive, Clarksville, TN 37040

Telephone: 647-7000

Permanent Address: Same

Telephone: Same

Major(s): History Minor(s): Psychology

NAME: Jenny E. Fitzgerald Degree(s): BS

Present Address: P.O. 7933 APSU,

Telephone: 648-7875

Permanent Address: Rt. 1 26 Randy Road, AShland City, TN 37015

Telephone: 746-5586

****

Major(s): History Discributive Minor(s): Economics & Geography

NAME: John Steven Haley Degree(s): BS/W C

Present Address: Box 191 Guthrie, KY 42234

Telephone: 483-2970

Permanent Address: Same

Telephone: Same

****

Major(s): History Minor(s): English

NAME: Mr. Garry L. Hannah Degree(s): BS

Present Address: P.O. Box 6377 A.P.S.U.

Telephone: 648-7559

Permanent Address: 120 Westview Street

Telephone: 388-6689

****

Major(s): History (Dist.) Geography & Minor(s):
Political Science

NAME: Carol Cox Kirkham Degree(s): BS/W C

Present Address: 2128 Post Road, Clarksville, TN

Telephone: 552-7752

Permanent Address: Same

Telephone: Same

Major(s): History, Social Studies Minor(s): Psychology, Religion

NAME: Mark Owen Lewis Degree(s): MS, BA

Present Address: Route 3, Box 285 Dover TN 37058

Telephone: 232-6634

Permanent Address: Same

Telephone: Same

****

Major(s): History, Political Science Minor(s):

NAME: Pamela Denise Ragan Degree(s): BS/W C

Present Address: P.O. Box 4531 APSU

Telephone:

Permanent Address: Route 2 Box 37 Cumberland Furnace, TN 37051

Telephone: 763-2568

****

Major(s): Math Minor(s): Computer Science

NAME: Christiana Daniel Degree(s): BS/W C

Present Address: 204 Druid Hills Drive

Telephone: 446-4439

Permanent Address: Same

Telephone: Same

****

Major(s): Math Minor(s): Computer Science

NAME: Lina Wall Degree(s): BS

Present Address: 526 Main St. Apt. 1

Telephone: 647-9394

Permanent Address: 247 Porter Bluff Rd.

Telephone: 647-6220

233

Major(s): Mathematics Minor(s): Physical Education

NAME: Melony D. Waller Degree(s): BS

Present Address: 1852 Memorial Drive

Telephone: 645-2553

Permanent Address: Same

Telephone: Same

****

Major(s): Music Education Minor(s):

NAME: James T. Stepp Degree(s): BS

Present Address: P.O. Box 7565 APSU

Telephone: 647-0471

Permanent Address: Rt. 1 Box 450 Bruceton, TN 38317

Telephone: (901) 583-2386

****

Major(s): Music Minor(s): Education (K-12)

NAME: Delois Ureda Wiggins Degree(s): BS/WC Music Ed.

Present Address: P.O. Box 5838 APSU

Telephone: 648-7704

Permanent Address: 304 Notgrass Road, Clarksville, TN 37040

Telephone: 431-2366

****

Major(s): Health & Phys. Educ. (DistMinor(s):

NAME: Glenda Joanne Arnold Degree(s): BS

Present Address: P.O. Box 13 Antioch, TN 37013

Telephone: 832-7670

Permanent Address: Same

Telephone: Same

Major(s): Health/Physical Ed. (K-12) Minor(s): Health/Drivers Education

NAME: Dana Blumenfeld Degree(s): BS, (K-5) BS

Present Address: J 78 Glendale Apartments, 1751 New Ashland City Road, Clarksvill

TN Telephone: 645-5654

Permanent Address: Same

Telephone: Same

****

Major(s): Physical Education Minor(s): Health

NAME: Karen Brown Cecil Degree(s): BS Education

Present Address: 417 Linda Drive, Hopkinsville, KY

Telephone: (502) 885-2300

Permanent Address: Same

Telephone: Same

****

Major(s): Health & Physical Education Minor(s):

NAME: Beverly Lawhon Degree(s): BS Education, K-12 Certification

Present Address: 2386 Old Ashland City Rd., Clarksville, TN

Telephone: 552-4868

Permanent Address: Rt. 1, Adairville, KY 42202

Telephone: (502) 539-6423

****

Major(s): Distributive Health & PE Minor(s):

NAME: Marsha L. Miller Degree(s): BS/M C

Present Address: Box 142-F Rt. 2 Clarksville, TN 37040

Telephone: 358-9345

Permanent Address: Same

Telephone: Same

Major(s): Health & P.E. (K-12) Minor(s):

NAME: Phillip W. Ross Degree(s): BS

Present Address: Rt.2 Box 19 McEwen TN 37101

Telephone: (615) 582-3485

Permanent Address: Same

Telephone: Same

****

Major(s): Health & P.E. Minor(s):

NAME: Beverly Mae Suenaga Degree(s): BS

Present Address: 308 Dale Terrace

Telephone: 552-2685

Permanent Address: Same

Telephone: Same

****

Major(s): Psychology Minor(s): History

NAME: Carolyn Suzanne Degree(s): BS/M C

Present Address: P.O. Box 7835 APSU

Telephone: 648-7861

Permanent Address: P.O. Box 474 Tracy City, TN 37387

Telephone: 592-6331

****

Major(s): Comprehensive Sciences: Minor(s):
Earth & Space, Life, General, Biology, Chemistry

NAME: Herman H. Rush Degree(s): Geology BS, Earth Science M C

Present Address: 109 Little John Pl., Clarksville, TN

Telephone: 647-9580

Permanent Address: Same

Telephone: Same

241

Major(s): Special Education Minor(s): Psychology

NAME: Rhonda Kennedy Degree(s): BS

Present Address: 2207 Pendleton Road

Telephone: 431-3006

Permanent Address: Same

Telephone: Same

****

Major(s): Special Education Minor(s): Psychology

NAME: Jean Ann Knowis Degree(s): BS

Present Address: 180 Inglewood Drive

Telephone: 647-7093

Permanent Address: Same

Telephone: Same

****

Major(s): Special Education Minor(s): Psyhology

NAME: Hope M. Lucius Degree(s): BS, BS

Present Address: 4814 G. Lee Village

Telephone: 439-1892

Permanent Address: Same

Telephone: Same

****

Major(s): Special Education/ Elem. Education Minor(s):

NAME: Sandra Renee Raymer Degree(s): BS/N C

Present Address: Rt. 2, Joelton, TN 37080

Telephone: 746-3433

Permanent Address: Same

Telephone: Same

Major(s): Earth Science Minor(s): Computer Science

NAME: James L. Dunning Degree(s): BS

Present Address: 170 Taft Drive, Clarksville, TN 37040

Telephone: 647-9044

Permanent Address: Route 1, Eddyville, KY 42038

Telephone: 388-7245

****

Major(s): Special Ed./Elementary Ed. Minor(s):

NAME: Jennifer C. Panasiewicz Degree(s): BS/W C

Present Address: Wooldridge Rd. Hopkinsville, KY

Telephone: (502) 885-5290

Permanent Address: Same

Telephone: Same

****

Major(s): Special Education Minor(s): Psychology

NAME: Robbin Denise Pender Degree(s): BS/W C

Present Address: Rt. 1. Mt. Juliet, TN 37122

Telephone: 754-5253

Permanent Address: Same

Telephone: Same

****

Major(s): Special Education Minor(s): Psychology

NAME: Mary Sue Gwynn Degree(s): Bachelor Degree/ W C

Present Address: P.O. Box 6169 APSU

Telephone: 648-7820

Permanent Address: 227 Northcrest Street. Ripley TN 38063

Telephone: (901) 635-1293

Major(s): Special Education Minor(s):

NAME: Will Robinson Degree(s): BS

Present Address: 2650 Old Matthews Road, Nashville, TN

Telephone: 228-5466

Permanent Address: 1051 N. 7th Street, Memphis, TN

Telephone: 526-7060

****

Major(s): Special Education Minor(s): Psychology

NAME: Tequita Roper Degree(s): Bachelor Degree/N C

Present Address: Emerald Hill Apt 4-F

Telephone: 648-7703

Permanent Address: Route 4 Box 110 McKenzie, TN

Telephone: (901) 352-2892

****

Major(s): Special Education Minor(s): Psychology

NAME: Angela Marie Stewart Degree(s): BS

Present Address: P.O. Box 4954 APSU

Telephone: 648-7985

Permanent Address: Rt. 1 Hwy. 49 Ashland City TN. 37015

Telephone: 792-5494

****

Major(s): Special Education Minor(s): Psychology

NAME: Kim Louise Thompson Degree(s): BS/N C

Present Address: P.O. Box 7722 APSU

Telephone: 648-7281

Permanent Address: 1702 D. B. Todd Blvd. Nash. TN 37208

Telephone: 320-5773

Major(s): Special Education Minor(s): Sociology & Psychology

NAME: Nelda Weatherspoon Degree(s):

Present Address: 213 Crosby Drive

Telephone: 446-2713

Permanent Address: Same

Telephone: Same

****

Major(s): Speech/English Minor(s):

NAME: Belinda Boyd Degree(s): BS/English, BS/W C Speech

Present Address: 708 Madison Street, Apt. 14 Clarksville, TN 37040

Telephone: 647-0793

Permanent Address: Rt. 1. Box 448

Telephone: 647-0129

****

Major(s): Minor(s):

NAME: Degree(s):

Present Address:

Telephone:

Permanent Address:

Telephone:

****

Major(s): Minor(s):

NAME: Degree(s):

Present Address:

Telephone:

Permanent Address:

Telephone:

APPENDIX E

ACTIVITY EVALUATION REPORT FOR SDIP COORDINATION, 1980-83

Page 1 of 16 Pages	REPORT 2 - ACTIVITY EVALUATION REPORT STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM	Form approved FEDAC No. 40 App. Exp. 07/80

1. Name of Institution: Austin Peay State University	2. Period Covered: 7/1/80 To: 6/30/81	3. Date Submitted:	4. Activity Title: SDIP Coordination & Development of Fund Replacement

5. Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
5a. Over the SDIP Grant Period:	6a. Over the SDIP Grant Period:	7a. Performance Evaluation Measures Rating
1. To manage the SDIP grant in an efficient and effective manner utilizing EDGAR and yearly approved budgets and Report 2 to achieve grant objectives.	1. The milestone completion of the SDIP grant will indicate a 90+% successful completion by June 15, 1983.	100
2. To develop with the President effective implementation strategies for fund replacement strategies of the four activities to be maintained after the conclusion of the SDIP grant.	2. On June 15, 1983, the four activities to be continued will be listed in the APSU budget for 1983-84 to ensure this as total funding by APSU to ensure their continuation.	100
5b. Over the SDIP Grant Year:	6b. Over the SDIP Grant Year:	
1. To acquire a total sense of the program's thrust by September, 1980, (8, 1A, 18A, 21A)	1. A 85+% of stated milestones will be achieved in 1980-81 which will indicate the Coordinator's ability to gain a total sense of the program's thrust.	100
2. To establish effective communication with the President to ensure that the program's operation is consistent with goals of the overall institutional development by July, 1980. (8, 2A, 3A)	2. Effective communication between the SDIP Coordinator and the President will be determined by a score of 80 or above on a 100 point possible scale on a survey instrument developed by the Director of Institutional Research and circulated to the SDIP activity coordinators to measure their perceived impression of the level of effective communication and President's support of the project.	100
		7b. Summary Rating

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Page 2 of 16 Pages

REPORT 2 - ACTIVITY EVALUATION REPORT
STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM

Form approved
FEDAC No. 40
App. Exp. 07/80

1. Name of Institution: Austin Peay State University	**2. Period Covered:** 7/1/80 To: 6/30/81	**3. Date Submitted:**	**4. Activity Title:** SDIP Coordination & Development of Fund Replacement

5. Specific Objectives and Related Institutional Goals	**6. Specific Performance Evaluation Measures**	**7. Level of Achievement**
5a. Over the SDIP Grant Period:	**6a. Over the SDIP Grant Period:**	**7a. Performance Evaluation Measures Rating**
5b. Over the SDIP Grant Year:	**6b. Over the SDIP Grant Year:**	
3. To ensure the development of an effective evaluation system to measure total program development yearly. (8,5A)	3. The evaluation system developed to evaluate the total program of the SDIP grant will be rated at a 75% or better level by the President's cabinet and by the external evaluators.	100
4. To assist the activity coordinators in the recruitment of personnel. (8,6A)	4. A review by the Director of Institutional Research of the activity coordinators will indicate a complete support by the SDIP Coordinator in the recruitment of personnel.	100
5. To execute a liaison function between project component, leadership, personnel permanence, and the President by providing regular feedback. (8,3A,2A)	5. The evaluation conducted by the Director of Institutional Research will indicate a rating of 75 or better in terms of effective feedback from the SDIP Coordinator to keep all affected parties informed.	100
		7b. Summary Rating

OE Form 1049-2 (7/79)

Page 3 of 16 Pages	REPORT 2 - ACTIVITY EVALUATION REPORT STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM	Form approved FEDAC No. 40 App. Exp. 07/80

1. Name of Institution:	2. Period Covered: To:	3. Date Submitted:	4. Activity Title:
Austin Peay State University	7/1/80 6/30/81		SDIP Coordination & Development of Fund Replacement

5. Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
5a. Over the SDIP Grant Period:	6a. Over the SDIP Grant Period:	7a. Performance Evaluation Measures Rating
5b. Over the SDIP Grant Year:	6b. Over the SDIP Grant Year:	
6. To coordinate the activities in such a way as to facilitate maximum utilization of staff and other program resources. (8,5A,11A).	6. Internal evaluation of the utilization of staff and program resources provided by the SDIP grant; conducted by the Director of Institutional Research, will indicate the 75th utilization level or better.	90
7. To participate with and/or represent the President in meetings to assess the utilization of SDIP financial resources to ensure fiscal accountability. (8,18A,21A)	7. A comparison of the travel log of the SDIP Coordinator to scheduled meetings will indicate a 80% participation by the Coordinator.	90
8. To assist the President in employing the assisting agency. (8, 3A, 6A).	8. The bid and contract documents will be prepared and approved by the SDIP Coordinator as indicated on the request for bids and contract documents.	7b. Summary Rating

OE Form 1049-2 (7/79)

Page 4 of 16 Pages	REPORT 2 - ACTIVITY EVALUATION REPORT STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM	Form approved FEDAC No. 40 App. Exp. 07/80

1. Name of Institution: Austin Peay State University	2. Period Covered: 7/1/80 To: 6/30/81	3. Date Submitted:	4. Activity Title: SDIP Coordination & Development of Fund Replacement

5. Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
5a. Over the SDIP Grant Period:	6a. Over the SDIP Grant Period:	7a. Performance Evaluation Measures Rating
5b. Over the SDIP Grant Year:	6b. Over the SDIP Grant Year:	
9. To assist the President in employing the external evaluators. (8, 3A, 6A)	9. The bid and contract document will be prepared and approved by the SDIP Coordinator as indicated on the request for bids and contract documents.	100
10. To secure from the President verbal and non-verbal support for the SDIP activities. (6, 11A, 18A)	10. An evaluation conducted by the Director of Institutional Research of all the administrators through the deans and directors level of preceived Presidential support will score at or above the 75th percentile.	100
11. To assist the President in implementation of fund replacement strategies yearly. (8, 1A, 18A).	11. Implementation of fund replacement strategies developed by the SDIP Coordinator will provide the University with $500,000 in ~~the fiscal year of 1980-1981.~~	100
		7b. Summary Rating

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REPORT 2 - ACTIVITY EVALUATION REPORT
STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM

Form approved
FEDAC No. 40
App. Exp. 07/80

1. Name of Institution: Austin Peay State University	**2. Period Covered:** 7/1/80 To: 6/30/8	**3. Date Submitted:**	**4. Activity Title:** SDIP Coordination & Development of Fund Replacement

5. Specific Objectives and Related Institutional Goals	**6. Specific Performance Evaluation Measures**	**7. Level of Achievement**
5a. Over the SDIP Grant Period:	**6a. Over the SDIP Grant Period:**	**7a. Performance Evaluation Measures Rating**
5b. Over the SDIP Grant Year:	**6b. Over the SDIP Grant Year:**	
12. To become knowledgeable of EDGAR, Title III policies and regulations, and grant terms and conditions in order that the project operates with total compliance throughout the funded period. (8, 2A)	12. The evaluation of the SDIP Coordinator's compliance with EDGAR conducted by the assisting agency will receive a rating at the 85th percentile or better by June 15, 1981.	100
13. To interpret the purposes of SDIP grant to the institution. (8, 2A)	13. An evaluation document prepared and circulated by the Director of Institutional Research to the faculty and administrative staff through the dean and director's level, will provide a rating of the 75th percentile or better of their understanding of the purposes of the SDIP grant by June 15, 1981.	100
		7b. Summary Rating

OE Form 1049-2 (7/79)

Page 6 of 16 Pages	REPORT 2 - ACTIVITY EVALUATION REPORT STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM	Form approved FEDAC No. 40 App. Exp. 07/80

1. Name of Institution: Austin Peay State University	2. Period Covered: 7/1/80 To: 6/30/81	3. Date Submitted:	4. Activity Title: SDIP Coordination & Development of Fund Replacement

5. Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
5a. Over the SDIP Grant Period:	6a. Over the SDIP Grant Period:	7a. Performance Evaluation Measures Rating
5b. Over the SDIP Grant Year:	6b. Over the SDIP Grant Year:	
14. To assist the President in maintaining compliance with DOEd grant and fiscal regulations, such as securing DOEd approval of all contracts and/or subcontracts requisite to the program's implementation before grant funds are obligated for such. (8, 21A)	14. An evaluation of the performance of the SDIP Coordinator by the DOEd SDIP contract and program officers will be at an acceptable level.	90
15. To manage the activities by maintaining fiscal control of each activity's resources for personnel, travel, assisting agency, evaluators, consultants, supplies, equipment, and other by approving all departmental purchase orders, invoices, etc., before payments will be made. (8, 21A, 5A)	15. An evaluation of the fiscal control of the SDIP grant, conducted by the Director of Institutional Research, with the Business Office staff of the University, will lead to a rating of 75 or above.	100
		7b. Summary Rating

OE Form 1049-2 (7/79)

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REPORT 2 - ACTIVITY EVALUATION REPORT
STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM

Form approved
FEDAC No. 40
App. Exp. 07/80

1. Name of Institution: Austin Peay State University

2. Period Covered: 7/1/81 **To:** 6/30/82

3. Date Submitted:

4. Activity Title: SDIP Coordination & Development of Fund Replacement

5. Specific Objectives and Related Institutional Goals

6. Specific Performance Evaluation Measures

7. Level of Achievement

5a. Over the SDIP Grant Period:

6a. Over the SDIP Grant Period:

7a. Performance Evaluation Measures Rating

5b. Over the SDIP Grant Year:

1. To acquire a total sense of the program's thrust for Year II by September, 1982. (8, 1A, 13A, 21A)

2. To continue effective communication with the President to ensure that the program's operation is consistent with goals of the overall institutional development by July, 1982. (8, 2A, 3A)

6b. Over the SDIP Grant Year:

1. A 90+% of stated milestones will be achieved in 1981-82, which will indicate the coordinator's ability to gain a total sense of the program's thrust.

2. Effective communication between the SDIP Coordinator and the President will be determined by a score of 85 or above on a 100 point possible scale on a survey instrument developed by the Director of Institutional Research and circulated to the SDIP activity coordinators to measure their preceived impression of the level of effective communication and President's support of the project.

7a. Rating
1. 50
2. 100

7b. Summary Rating

OE Form 1049-2 (7/79)

Page 8 of 16 Pages	REPORT 2 - ACTIVITY EVALUATION REPORT STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM	Form approved FEDAC No. 40 App. Exp. 07/80

1. Name of Institution: Austin Peay State University	2. Period Covered: 7/1/81 To: 6/30/82	3. Date Submitted:	4. Activity Title: SDIP Coordination & Development of Fund Replacement

5. Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
5a. Over the SDIP Grant Period:	6a. Over the SDIP Grant Period:	7a. Performance Evaluation Measures Rating
5b. Over the SDIP Grant Year:	6b. Over the SDIP Grant Year:	
3. To ensure the development of an effective evaluation system to measure total program development yearly. (8, 5A)	3. The evaluation system developed to evaluate the total program of the SDIP grant will be rated at a 80% or better level by the President's cabinet and by the external evaluators.	95
4. To assist the activity coordinators in the recruitment of personnel. (8, 6A)	4. A review by the Director of Institutional Research of the activity coordinators will indicate a complete support by the SDIP Coordinator in the recruitment of personnel.	100
5. To execute a liaison function between project component, leadership, personnel and the President by providing regular feedback. (8, 2A, 3A).	5. The evaluation conducted by the Director of Institutional Research will indicate a rating of 80 or better in terms of effective feedback from the SDIP Coordinator to keep all affected parties informed.	100.
		7b. Summary Rating

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Page 9 of 16 Pages

REPORT 2 - ACTIVITY EVALUATION REPORT
STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM

Form approved
FEDAC No. 40
App. Exp. 07/80

1. **Name of Institution:** Austin Peay State University

2. **Period Covered:** 7/1/81 To: 6/30/82

3. **Date Submitted:**

4. **Activity Title:** SDIP Coordination & Development of Fund Replacement

5. Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
5a. Over the SDIP Grant Period:	6a. Over the SDIP Grant Period:	7a. Performance Evaluation Measures Rating
5b. Over the SDIP Grant Year:	6b. Over the SDIP Grant Year:	
6. To coordinate the activities in such a way as to facilitate maximum utilization of staff and other program resources. (8, 5A, 11A)	6. Internal evaluation of the utilization of staff and program resources provided by the SDIP grant; conducted by the Director of Institutional Research, will indicate the 80th utilization level or better.	100
7. To participate with and/or represent the President in meetings to assess the utilization of SDIP financial resources to ensure fiscal accountability. (8, 18A, 21A)	7. A comparison of the travel log of the SDIP Coordinator to scheduled meetings will indicate a 85% participation by the Coordinator.	100
8. To secure from the President verbal and non-verbal support for the SDIP activities. (8, 11A, 18A)	8. An evaluation conducted by the Director of Institutional Research of all the administrators through the deans and directors level of preceived Presidential support will score at or above the 80th precentile.	100
		7b. Summary Rating

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Page 10 of 16 Pages

REPORT 2 - ACTIVITY EVALUATION REPORT
STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM

Form approved
FEDAC No. 40
App. Exp. 07/80

1. Name of Institution: Austin Peay State University

2. Period Covered: 7/1/81 **To:** 6/30/82

3. Date Submitted:

4. Activity Title: SDIP Coordination & Development of Fund Replacement

5. Specific Objectives and Related Institutional Goals	**6. Specific Performance Evaluation Measures**	**7. Level of Achievement**
5a. Over the SDIP Grant Period:	**6a. Over the SDIP Grant Period:**	**7a. Performance Evaluation Measures Rating**
5b. Over the SDIP Grant Year:	**6b. Over the SDIP Grant Year:**	
9. To assist the President in implementation of fund replacement strategies yearly. (8, 1A, 18A)	9. Implementation of fund replacement strategies developed by the SDIP Coordinator will provide the University with $1,000,000 in the fiscal year of 1981-1982.	90
10. To become knowledgeable of EDGAR, Title III policies and regulations, and grant terms and conditions in order that the project operates with total compliance throughout the funded period. (8, 2A)	10. The evaluation of the SDIP Coordinator's compliance with EDGAR conducted by the assisting agency will receive a rating at the 90th percentile or better by June 15, 1982.	100
11. To intepret the purposes of the SDIP grant to the institution. (8, 2A)	11. An evaluation document prepared and circulated by the Director of Institutional Research to the faculty and administrative staff through the dean and director's level will provide a rating of the 80th percentile or better of their understanding of the purposes of the SDIP grant by June 15, 1982.	100
		7b. Summary Rating

OE Form 1049-2 (7/79)

Page 11 of 16 Pages	REPORT 2 - ACTIVITY EVALUATION REPORT STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM	Form approved FEDAC No. 40 App. Exp. 07/80

1. Name of Institution: Austin Peay State University	2. Period Covered: To: 7/1/81 6/30/82	3. Date Submitted:	4. Activity Title: SDIP Coordination & Development of Fund Replacement

5. Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
5a. Over the SDIP Grant Period:	6a. Over the SDIP Grant Period:	7a. Performance Evaluation Measures Rating
5b. Over the SDIP Grant Year:	6b. Over the SDIP Grant Year:	
12. To assist the President in maintaining compliance with DOEd grant and fiscal regulations, such as securing DOEd approval of all contracts and/or subcontracts requisite to the program's implementation before grant funds are obligated for such. (8, 21A)	12. An evaluation of the performances of the SDIP Coordinator by the DOEd SDIP contract and program officers will be at an acceptable level.	100
13. To manage the activities by maintaining fiscal control of each activity's resources for personnel, travel, assisting agency, evaluators, consultants, supplies, equipment, and other by approving all departmental purchase orders, invoices, etc., before payments will be made. (8, 21A, 5A)	13. An evaluation of the fiscal control of the SDIP grant conducted by the Director of Institutional Research with the Business Office staff will lead to a rating of 80 or above.	100
		7b. Summary Rating

OE Form 1049-2 (7/79)

Page 12 of 16 Pages	**REPORT 2 - ACTIVITY EVALUATION REPORT** **STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM**	Form approved FEDAC No. 40 App. Exp. 07/80

1. Name of Institution: Austin Peay State University	**2. Period Covered:** 7/1/82 **To:** 6/30/83	**3. Date Submitted:**	**4. Activity Title:** SDIP Coordination & Development of Fund Replacement

5. Specific Objectives and Related Institutional Goals	**6. Specific Performance Evaluation Measures**	**7. Level of Achievement**
5a. Over the SDIP Grant Period:	**6a. Over the SDIP Grant Period:**	**7a. Performance Evaluation Measures Rating**
5b. Over the SDIP Grant Year:	**6b. Over the SDIP Grant Year:**	
1. To acquire a total sense of the program's thrust by September, 1983. (8, 1A, 18A, 21A)	1. A 95% of stated milestones will be achieved in 1982-83, which will indicate the coordinator's ability to gain a total sense of the program's thrust.	95
2. To establish effective communication with the President to ensure that the program's operation is consistent with goals of the overall institutional development by July, 1983. (8, 2A, 3A)	2. Effective communication between the SDIP Coordinator and the President will be determined by a score of 90 or above on a 100 point possible scale on a survey instrument developed by the Director of Institutional Research and circulated to the SDIP activity coordinators to measure their preceived impression of the level of effective communication and President's support of the project.	100
		7b. Summary Rating

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REPORT 2 - ACTIVITY EVALUATION REPORT
STRENGTHENING DEVELOPING INSTITUTIONS PROGRAM

Form approved
FEDAC No. 40
App. Exp. 07/80

1. Name of Institution: Austin Peay State University	**2. Period Covered:** 7/1/82 To: 6/30/83	**3. Date Submitted:**	**4. Activity Title:** SDIP Coordination & Development of Fund Replacement

5. Specific Objectives and Related Institutional Goals	**6. Specific Performance Evaluation Measures**	**7. Level of Achievement**
5a. Over the SDIP Grant Period:	**6a. Over the SDIP Grant Period:**	**7a. Performance Evaluation Measures Rating**
5b. Over the SDIP Grant Year:	**6b. Over the SDIP Grant Year:**	
3. To ensure the development of an effective evaluation system to measure total program development yearly. (8, 5A)	3. The evaluation system developed to evaluate the total program of the SDIP grant will be rated at a 90% or better level by the President's cabinet and by the external evaluators.	90
4. To assist the activity coordinators in the recruitment of personnel. (8, 6A)	4. A review by the Director of Institutional Research of the activity coordinators will indicate a complete support by the SDIP Coordinator in the recruitment of personnel.	100
5. To execute a liaison function between project component, leadership, personnel permanence, and the President by providing regular feedback. (8, 2A, 3A)	5. The evaluation conducted by the Director of Institutional Research will indicate a rating of 90 or better in terms of effective feedback from the SDIP Coordinator ~~to keep all affected parties informed.~~	100
		7b. Summary Rating

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5. Specific Objectives and Related Institutional Goals	**6. Specific Performance Evaluation Measures**	**7. Level of Achievement**
5a. Over the SDIP Grant Period:	**6a. Over the SDIP Grant Period:**	**7a. Performance Evaluation Measures Rating**
5b. Over the SDIP Grant Year:	**6b. Over the SDIP Grant Year:**	
6. To coordinate the activities in such a way as to facilitate maximum utilization of staff and other program resources. (8, 5A, 11A)	6. Internal evaluation of the utilization of staff and program resources provided by the SDIP grant; conducted by the Director of Institutional Research, will indicate the 95th utilization level or better.	97
7. To participate with and/or represent the President in meetings to assess the utilization of SDIP financial resources to ensure fiscal accountability. (8, 18A, 21A)	7. A comparison of the travel log of the SDIP Coordinator to scheduled meetings will indicate a 95% participation by the Coordinator.	100
8. To secure from the President verbal and non-verbal support for the SDIP activities. (8, 11A, 18A)	8. An evaluation conducted by the Director of Institutional Research, of all the administrators through the deans and directors level of preceived Presidential support; will score at or above the 85th percentile.	100
		7b. Summary Rating

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2. Period Covered: 7/1/82 To: 6/30/83

3. Date Submitted:

4. Activity Title: SDIP Coordination & Development of Fund Replacement

5. Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
5a. Over the SDIP Grant Period:	6a. Over the SDIP Grant Period:	7a. Performance Evaluation Measures Rating
5b. Over the SDIP Grant Year:	6b. Over the SDIP Grant Year:	
9. To assist the President in implementation of fund replacement strategies yearly. (8, 1A, 18A)	9. Implementation of fund replacement strategies developed by the SDIP Coordinator will provide the University with $1,500,000 in the fiscal year of 1983-84.	achieved 800,000+ to date
10. To become knowledgeable of EDGAR, Title III policies and regulations, and grant terms and conditions in order that the project operates with total compliance throughout the funded period. (8, 2A)	10. The evaluation of the SDIP Coordinator's compliance with EDGAR conducted by the assisting agency will receive a rating at the 100th percentile or better by June 15, 1983.	100
11. To intrepret the purposes of the SDIP grant to the institution. (8, 2A)	11. An evaluation document prepared and circulated by the Director of Institutional Research to the faculty and administrative staff through the dean and director's level will provide a rating of the 95th percentile or better of their understanding of the purposes of the SDIP grant by June 15, 1983.	100
		7b. Summary Rating

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5. Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
5a. Over the SDIP Grant Period:	6a. Over the SDIP Grant Period:	7a. Performance Evaluation Measures Rating
5b. Over the SDIP Grant Year:	6b. Over the SDIP Grant Year:	
12. To assist the President in maintaining compliance with DOEd grant and fiscal regulations, such as securing DOEd approval of all contracts and/or subcontracts requisite to the program's implementation before grant funds are obligated for such. (8, 21A)	12. An evaluation of the performances of the SDIP Coordinator by the DOEd SDIP contract and program officers will be at an acceptable level.	95
13. To manage the activities by maintaining fiscal control of each activity's resources for personnel, travel, assisting agency, evaluators, consultants, supplies, equipment, and other by approving all departmental purchase orders, invoices, etc., before payments will be made. (8, 21A, 5A)	13. An evaluation of the fiscal control of the SDIP grant conducted by the Director of Institutional Research with the Business Office staff of the University will lead to a rating of 95 or above.	100
		7b. Summary Rating

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1. Name of Institution: Austin Peay State University	2. Period Covered: 7/1/82 To: 6/30/83	3. Date Submitted:	4. Activity Title: SDIP Coordination & Development of Fund Replacement

5. Specific Objectives and Related Institutional Goals	6. Specific Performance Evaluation Measures	7. Level of Achievement
5a. Over the SDIP Grant Period:	6a. Over the SDIP Grant Period:	7a. Performance Evaluation Measures Rating
5b. Over the SDIP Grant Year: 14. To assist the President in the preparation of timely final technical reports. (8, 1A, 3A)	6b. Over the SDIP Grant Year: 14. The SDIP contract and program officers will judge the technical report timely and adequately within DOEd established parameters.	100
		7b. Summary Rating

174

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